



Local Advisory Board

2010

Signed Minutes
Archives

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, January 27, 2010
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Sylvia Andrew, Executive Director
Chris Marlow, Dean of Instruction
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Ron Petranovich, Facilities Manager
Loretta Gonzales, Director MLT
June Eastridge, Chair Curriculum Committee
Floyd Kezele, Education Faculty
Christy Butler, Executive Assistant

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

Vice Chair, Virginia Chavez called the January 27, 2010 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

June Eastridge, Chair Curriculum Committee

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the January 27, 2010 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Theresa Dowling to approve the December 15, 2009 UNM-Gallup Local Board Information Meeting Minutes as presented, seconded by Max Perez. Motion was approved by unanimous roll call vote.

Motion was made by Max Perez to approve the November 17, 2009 UNM-Gallup Local Board Minutes as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

June Eastridge spoke on the Curriculum Committee's agenda for fall 2009 and spring 2010. UNM Undergraduate Committee February 5, 2010 action items follow:

- AS Health Information Technology (HIT) program approval curriculum updates
- AA Physical Education for deletion
- AA Human Services for deletion
- AS Diabetes Prevention for deletion
- AA School Health Promotion for deletion

The Board wants a clear understanding that before any curriculum changes are sent to UNM main campus they should be presented to the Executive Director and the Local Board per the Operating Agreement. All documentation should have a Board approval date.

Spring 2010

- Addressed problem of programs being placed on hiatus (programs left on the books but not actually being offered). Decision to discontinue use of hiatus. Programs not active will be deleted, with the option of being reintroduced as a new program in the future if appropriate.
- Decision to require a minimum grade of C for all courses that apply towards a degree campus-wide.

- Development of a Program Review Schedule to assure that all programs are reviewed in a timely manner.
- Decision to plan a Curriculum Committee retreat to look at bylaws, improve program review process, and develop policies to guide curricular changes.
- Discussion regarding importance of AA degree articulation and relationship of UNMG with Extended University
- Preliminary program review: Psychology AA

Fall 2009

- Approval of new programs: Welding certificate, Native American Studies AA
- General Studies, Dental Assisting program reviews
- HIT curriculum changes approved to stay current with medical coding practices
- Report from Transitional Studies regarding benchmarks and educational standards
- Curriculum Committee priorities provided to Finance department in light of budget decreases

Goals

- Develop improved, consistent policies and procedures
- Define appropriate reporting channels and processes
- Have rigorous program review process that ensures quality of all programs
- Ensure that AA degrees articulate to provide our students with the option to continue their education

Challenges

- Timely submission of program review documents from departments
- Curricular action tracking through Banner

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – Chris Marlow – The Board asked about her visiting classrooms and if she has seen a trend - she has seen very good teaching. They commended her for teaching transitional reading. The equity task force will have recommendations at the end of the semester. At Pine Hill High School UNMG and NMSU have an informal agreement that UNM-G will teach CCTE classes and NMSU will teach dual credit classes.
- B. Director Business Operations – Tony Major reported \$175,000 in book returns; the largest UNMG has seen and attributed it to the large fall enrollment. Tony is filling in for HR's Diane Blackmore position since her resignation and Vickie Kraft is helping with faculty contracts.
- C. Director Student Services – Paul Kraft reported headcount is up 7% and credit hours are up 12% with final counts to be taken on February 5. Priority registration helped with the higher counts. We could have used more sections in the sciences, math and transitional English 099 and 100.
- D. Manger Physical Plant and Facilities - Ron Petranovich was asked about the Student Services Building. It is in the best interest of the University to rebid the project because all the bids were very much over the dollars available. The rebid will begin advertising this Friday and bids will be in March. This building is being build with local bond money. It will be advertised that preference will be given to local vendors. The Health Careers II leak and water damage has been determined to be contractor error. The contractor has been notified within the last two weeks they have 30 days to make adjustments or the State Risk Management will file a suit.
- E. ITS – Tony Major answered the Board questions – All labs machines have been replaced within the last year. The Deep Freeze Program ensures the computer settings will revert back to original settings after rebooting.
- F. Student Senate – Cassandra Morgan reported Architecture Club took eight students to Seattle and one student was hired. The Senate is keeping busy and should have a senate recommendation for a student representative on the Dean of Instruction search committee after the February 2 meeting.
- G. Faculty Senate – The Board requested the Senate have an appointed representative at each Board meeting to answer questions they may have.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

A. Review of Board Report

The Board commended Sylvia Andrew for her efforts in working with UNM and the wonderful response from UNM in coming to UNM-G.

- i. Passport to Leadership Classes – Recommendations were requested from the faculty and staff senates so there is a cross section of the campus. There are 18 taking the leadership classes. They will identify a project that will benefit UNMG and work on it together.
- ii. Dean of Instruction Search – The initial search committee meeting will be February 12. Paul Kraft will chair the search committee.

- B. Other items may be reported:
 - i. None

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported we are doing well. Utilities were under budgeted due to past metering problems. We are ahead because we have not filled all vacant positions.
- B. Monthly Grants Update – Tony Major reported a number of proposals are in the works. We were not awarded the Pathways out of Poverty Grant.

AGENDA ITEM XI - New Business

- A. Human Services Degree Update – Chris Marlow reported the AA Human Services degree was recommended for deletion by the Department of Health Careers last year, it was placed on hiatus and in fall 2009 the Curriculum Committee and the Faculty Senate voted to remove the degree. The Certificate in Human Services remains a viable program with the Navajo Nation contracting on a cohort basis. The AA in Human Services does not have any articulation agreements with other programs. There was some discussion in the past of it articulating with the Family Studies program at main campus, but that program is now being phased out. UNM-G does have a Pre-Social Work program of study in the UNM-G catalog and a formal articulation with Western New Mexico Bachelor Social Work program. The Pre-Social Work program could form the basis of another degree; it is very similar to the existing Pre-Business Administration and Pre-Professional Elementary Education AA degrees, essentially a Liberal Arts degree with 6-9 credit hours of electives in the professional program. Seventeen students are currently enrolled in the program, two have transferred to other programs, and the five new students are being contacted to find out what classes they need to graduate so the classes can be offered.

The Board questioned if we have the faculty in place to continue the program. Dr. Marlow responded, "In many cases it is clinical placement needed and we have an adjunct faculty who is offering the clinical placement this spring. At this time, we do not have a full-time faculty who is qualified to give substance to this program as we did four or five years ago. We have a full-time faculty in Health Careers who is helping to coordinate the certificate program but her background is in another field which is problematic."

The Board asked Chris Marlow how this program was chosen to delete. She stated due to low graduation rates, low enrollments in the program and lack of an articulation agreement. Many of the students found when they tried to transfer that most of their credits did not transfer to the program except for the core classes.

Sylvia Andrew expressed tremendous reservations at the last Board meeting and tonight about the lack of proper documentation that had careful analysis in enrollment trends, the need in the community and thoughtful analysis that goes into making a decision in deleting a program. With 15 students in the pipeline she is concerned about programs going forward without a clear plan on addressing the needs of the students in the pipeline. Also with five new students being admitted to the program and students already being contacted that the program was being deleted it was her understanding she would have a chance to review the analysis and include her recommendation to main campus. She would still like to proceed in that manner. She will contact the Provost to see if she can get the deletion of the AA Human Services off of the Undergraduate Committee agenda until she has more information to include this analysis. Sylvia wants to make sure there is a process for the students to complete their degree which could take up to two years to phase out. Until Sylvia sees the analysis it would be negligent for this phasing out to move forward. Chris Marlow stated main campus requires continuing students through the program until completion. "We really must clean up this process."

- B. Approval of Budget Adjustment – Tony Major requested approval to transfer \$400,000 from our reserve balance to offset the State Appropriation Rescission as a result of the Fall Special Legislative Session. House Bill 17/333 reduced Fiscal Year 2010 state appropriations by 4% which resulted in a reduction of state dollars to UNM-Gallup of \$396,400. Motion was made by Max Perez to move \$400,000 from reserve balance to cover the budget reduction. Motion seconded by Theresa Dowling. 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 Max Perez 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 Theresa Dowling. Motion was approved by unanimous roll call vote at 7:55 PM.

AGENDA ITEM XIV – Executive Session

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

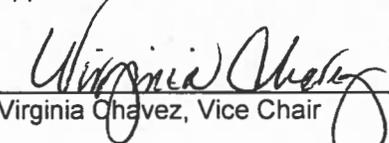
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Max Perez Motion seconded by Theresa Dowling Motion was approved by unanimous roll call vote at 9:25 PM.

Upon reconvening the regular meeting of the Local Board, Max Perez 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 Theresa Dowling to adjourn. Motion seconded by Max Perez. Motion was approved with unanimous roll call vote at 9:25 PM.



Virginia Chavez, Vice Chair



Max Perez, Secretary

Christy Butler, Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, February 24, 2010
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Sylvia Andrew, Executive Director
Paul Kraft, Director Student Services
Ron Petranovich, Facilities Manager
Jim Blackshear, IT Services Manager
Loren Leekela, Faculty Construction Tech Zuni
Rachel Hewitt-Beah, Secretary Faculty Senate, Chair Library
Floyd Kezele, Curriculum Committee Ad hoc Committee, Education Faculty
Jim Sayers, Chair Transitional Studies
Christy Butler, Executive Assistant

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

Vice Chair, Virginia Chavez called the February 24, 2010 meeting of the UNM-Gallup Local Board to order at 6:17 PM with roll call. A quorum was present. June Shack was appointed as Secretary due to Max Perez absence.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Loren Leekela, Faculty Construction Tech Zuni
Rachel Hewitt-Beah, Secretary Faculty Senate, Chair Library
Jim Sayers, Chair Transitional Studies
Floyd Kezele, Curriculum Committee Ad hoc Committee, Education Faculty

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the February 24, 2010 UNM-Gallup Local Board Agenda. 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 January 27, 2010 UNM-Gallup Local Board Minutes as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Loren Leekela spoke on the Construction Tech program at the UNMG Zuni campus. His method of getting students in the field is to lecture then have labs. After passing the lab testing students go into the field by working in the community. The home owner provides materials and the students provide free labor. Building and OSHA codes are stressed so the students can get a construction job off the reservation. He graduated 15 students and 10 of those are working construction in Albuquerque. After working for five years they can get their construction license. Students are lacking writing and math skills when they start the program. It is difficult to find work through the Tribe. To have the class start a project, the community sends a letter stating what they are wanting; if the request meets what Loren is teaching then that project is chosen. He is leaning toward the green construction. He has general contractors and inspectors come and talk to his classes. Loren passed pictures of his class working in the community for the Board.

AGENDA ITEM VIII - Division/Department Reports

A. Dean of Instruction – Jim Sayers represented Chris Marlow. Assessment is an ongoing activity and many of our programs have sent in their assessment, are approved and are on the UNM website.

The Faculty Equity Task force is moving forward in looking at class load. They are looking at the

number of students and class hours.

The Adjunct Faculty Task Force recommendations – The Board had questions concerning the availability of copiers and support for them in the evening. Our faculty work force consists of 61% adjunct, 20% tenure track and 19% non-tenure. The Dean and Chairs need to work with Human Resources closely to get paperwork signed so contracts and pay can be handled in a timely manner. Need to reach out to our community for adjunct faculty pool. In March, we would like to have a Saturday where the community could come and sign up to be an adjunct and increase our pool. Sylvia Andrew will see the Board gets a copy of her response to the task force.

- B. Director Business Operations – The Board asked about the NSF STEM grant, Paul Kraft reported it has moved on to the next step in the approval process.
- C. Director Student Services – Paul Kraft reported we have the highest credit hours for a spring semester ever. College Goal Sunday attendees for last year were 64; this last Saturday we had 75 students. We are going into the schools to help students also. The Board suggested we publish Dean's List students in the Gallup Independent.
- D. Manger Physical Plant and Facilities – Ron Petranovich was asked about the re-bid on the new building. We have 8-9 proposals at main campus. All the bids with the possibility of one are within the price range. Hopefully within two weeks we should have recommendations for contract by next Friday with construction starting in about a month. The RFP for Votec Dr. should be released within the next week.
- E. ITS – Jim Blackshear reported the automated process for Office 2007 is complete and has been tested. They are ready to roll this out.
- F. Nursing – Theresa Dowling attended the Nursing Advisory Committee. UNMG will not receive our accreditation. NLN is the only group that accredits associate RN degrees. The department has worked on many issues brought to light during the self assessment that needed to be done so it was not completed in vain. There will be a statement issued by our PR department.

The remaining departmental reports were presented in written form.

At 7:13 pm Gloria deCruz joined the meeting by phone conference.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report
 - i. The Education Conference will be held on April 8-9 in the Calvin Hall Auditorium. PED Secretary, Dr. Veronica Garcia, will be a keynote speaker on Thursday and hopefully Dr. Mathew Martinez on Friday. We are inviting about 100 people to the conference. Attendance is by invitation only. Except for Virginia Chavez, the Board will plan to attend.
 - ii. As a result of the PCDC desk audit, the committee has completed the Guidelines and Procedures, which allows faculty and staff to apply for funding. The Board will receive a copy of them in the next Board packet.
- B. Other items may be reported:
 - i. Dean's Search – Paul Kraft reported the first meeting was held on February 12. The next meeting is March 5 where there will be a determination of candidates for interview. There are 12 members on the committee to include seven faculty with community and staff included.

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major was not at the meeting and the Board had no questions.
- B. Monthly Grants Update – The Board will look at this report along with next months report at the next meeting.
- C. Update Curriculum Committee Ad hoc Committee on Human Service Degree – Floyd Kezele reported there were statements made at the last meeting that there was not an articulation agreement with UNMA. Floyd distributed information showing the UNM-G AA Human Service degree articulation was listed and explained in the 2003-2005 and 2006-2008 UNM-Gallup catalog. He also has direct correspondence with Dr. Ziarat Hossain, the coordinator of the Family Studies degree at UNMA in which he states "the articulation agreement is still effective." The questions was asked as to who places the information into the catalog. Paul Kraft stated the department chair and dean's office gives the information to Student Services for inclusion in the catalog. The Board tabled any further discussion on this topic until next meeting so they could read all of the information given by Floyd Kezele.

AGENDA ITEM XI - New Business

None

AGENDA ITEM XII - Additional Items Placed on the Agenda

Board Attendance – Theresa Dowling stated it was really important for the board to have accountability on attendance. It is difficult to keep track of attendance without seeing a report. It will be placed on next month's agenda for a vote.

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 Theresa Dowling. 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

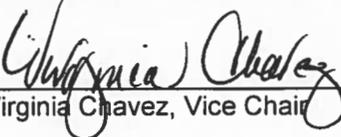
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Theresa Dowling. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 8:24 PM.

Upon reconvening the regular meeting of the Local Board, June Shack 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 Theresa Dowling to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 8:24 PM.



Virginia Chavez, Vice Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, March 24, 2010
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director
 Paul Kraft, Director Student Services
 Tony Major, Director Business Operations
 Ron Petranovich, Facilities Manager
 Jim Blackshear, IT Services Manager
 Rachel Hewitt-Beah, Secretary Faculty Senate
 June Eastridge, Chair Curriculum Committee
 Jim Sayers, Chair Transitional Studies, Associate Dean
 Glenda Friend, Social Science Faculty
 Floyd Kezele, Education Faculty
 Priscilla Smith, Community
 Loretta Gonzales, MLT Director
 Christy Butler, Executive Assistant

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

Chair, Gloria deCruz called the March 24, 2010 meeting of the UNM-Gallup Local Board to order at 6:07 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Priscilla, as usual is advocating for the students. She has heard the State is looking for accountability from anyone who receives State funding. If you spend State money do you have the policies for expenditures and was it spent correctly? PCDC funds; were they used to benefit students? Was the information shared with students and how? The wording in bills this year are connecting HED with graduation rates and funding. Diabetes is also a program that needs to be looked into.

Priscilla Smith was very upset because students in a degree program (Human Services) were left without someone to continue the program. Why didn't the Dean hire a new faculty for the vacated position? UNM-G is responsible for seeing their students graduate with the knowledge needed to complete their degree.

AGENDA ITEM IV - Introductions/Announcements

Louise Lopez, Community Education Coordinator
June Eastridge, Chair Curriculum Committee

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the March 24, 2010 UNM-Gallup Local Board Agenda with the additional agenda item of commenting on a building at the University of Montana. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by June Shack to approve the February 24, 2010 UNM-Gallup Local Board Minutes as corrected, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Louise Lopez distributed a copy of the community education classes offered to the Board. Kids College is very well attended and most of the classes fill early. GMCS lunch program comes up to Lions Hall and feeds the children Monday through Thursday. Scrapbooking, Jewelry Making and Cooking with Fractions are very popular. She has to admit and register each student into Banner and watch the account so the minor students are not sent to collections. The program has really grown over the last few years. We are working on getting community education classes set up in Zuni.

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – Jim Sayers for Dr. Marlow responded to questions from the Board. The Workload Task Force report brought questions from the Board about the CCTE to full time faculty load. The Board is very concerned about the inequities in course load in this time of budget cuts. It would be very remiss if the Board does not address this. The Board asked about buyout and sell back it was reported that this does not happen often but it does happen. Is there a written policy? There is only so much release time given and a signed contract is formed with deliverable to be completed at the end of the contract. The Board recommended until there is a clear written policy on overloads that the workload sheets are checked by the Executive Director. The Board decided they will have a closed session on April 8 at 10:00 AM in the DCR to discuss a personnel issue with Chris Marlow and Sylvia Andrew.
 - B. Director Business Operations – Tony Major– The Board expressed their support of the grants we have submitted. They were concerned about the regional agreements between UNM-Gallup and various regional entities that have not been routed through either OGRE or the Albuquerque Grants and Contracts Office. The Business office does not anticipate future issues of this nature.
 - C. Director Student Services – Paul Kraft – The Board remarked on the seventeen student clubs we now have and were pleased we have so much student activity. The Board commended the Veterans Club on their food donation included with their run. The Early Alert program is now in place and running. Financial Aid appeals are continuing with students meeting with the advisement staff to develop a plan to be more successful and will be mentored by the advisors throughout the semester.
 - D. Manger Physical Plant and Facilities – Ron Petranovich reported a contract and process to proceed has been issued on the Student Services building. Notice to proceed begins on March 31 with July 16, 2011 as the completion date. Flintco West, Inc. was the successful contractor for the \$10,028,300 building. Within the next two weeks we should be seeing some activity on campus. The Vo-Tech Drive construction contract should be awarded and signed soon.
 - E. Nursing – The Board was pleased to note three of our nursing students are officers for the state nursing organization.
 - F. Faculty Senate – Rachel Stewart-Beah – The Board had a question regarding the five-year plan on program review. Prior it was reactive instead of proactive, if there was a problem, then the program was reviewed. Each program now has a scheduled specific review date.
 - G. Student Senate – Melissa Billy was commended by the Board on her professional minutes.
- The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report – Sylvia Andrew
 - i. The internal audit report was presented to the Board of Regents and requested the letter from the President be sent to us to reaffirm we are going in the right direction. The Board was given a worksheet on the audit with updated completion dates so the Board can also keep track of the audit recommendations. The only recommendations included in the worksheet are those that have not been completed. Ron Petranovich should be commended for completing his portion of the audit prior to the audit completion and presented to the Regents.
 - ii. SBDC Elsie Sanchez will be retiring the end of April. She will be very hard to replace. The Board would like to send a thank you note or certificate of appreciation to Elsie. The position will post on the web shortly. Elsie is willing to help with the search.
- B. Other items may be reported:
 - i. None

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported we are in very good shape. The increase in enrollment has helped the budget along with unfilled positions. The fund balance is at 23.8%. We are required by law to have a 3% balance. This is a 90 day balance. We are developing a plan on the use of these funds. Of these funds, a portion is unrestricted funds. The Board requested the fund balance be designated as restricted and unrestricted so the report does not look like we are sitting on easily spent funding. Tony agreed to do this.
- B. Monthly Grants Update – We are doing very well. The TRiO grant is up for renewal. The Perkins grant should be spent out within the next two weeks.
- C. Human Service Degree – The Board asked June Eastridge to report on this degree because it was decided to delete this program but with the information the Board has received and with the student enrollment, it does not look like it should be deleted. June reported there is a long history on this degree for deletion. The reason there is so much confusion with this program is

because it is an orphan and there is no one to oversee this program. We do not have a qualified full time faculty in this program. There are courses within the AA degree that are never offered because there is no one to teach them. If this program came up for program review there is no one to complete the paperwork and the program would not survive the review. Our students are taking substitute courses and not the program courses. Jackie Weeks was not replaced when she retired. The certificate course is doing well and taught by adjuncts. The AA degree is not doing well.

Dr. Andrew stated she has been very concerned about the deletion of this program or any program at this time is because we do not have any a single report as a basis for deciding to add, delete, modify or change a curriculum especially something so serious as deleting a program. In most places it requires a very thoughtful analysis. As part of that program review it includes recommendations either for additional faculty or resources or whatever may be. The fact that a decision was made without any documentation at all, is what she found troubling. It was anecdotal; some say there are nine students others say seventeen students and a phase out plan just to say it will be phased out is unacceptable. She wants to see a plan with a draft of the letter to students along with a list showing these are the students affected. You must be more thoughtful in how you delete a program. Sylvia repeatedly asked for the analysis or report that was used as the basis for deleting a program. In the absence of this, Sylvia requested this program not be deleted. She will be retaining an independent person to come in and review the program in a very thoughtful and detached manner in such a way there is integrity to it and have the analysis and recommendations presented to the Curriculum Committee for a decision. We must have a solid process for review. We need to have quality programs for the students and they are based on what is best for students and not emotion.

The Board supported Dr. Andrew in bringing in a consultant to do a program review for the Human Services program. There is a role for the Board per the Operating Agreement with the Regents regarding programs offered.

- D. Attendance Report – Theresa Dowling stated we previously had the attendance report each month in the Board packet and then it was discontinued. If the Board is asking for accountability for everyone else, the Board should also be accountable. The attendance report makes them look at how often they attend and how often they miss. Theresa Dowling made the motion to have an attendance report beginning August 2010, seconded by Max Perez. After discussion, motion was approved by roll call vote with Gloria deCruz voting no. Motion passed.

AGENDA ITEM XI - New Business

- A. Election of 2010-2011 Local Board Officers.
- i. Chair, Gloria deCruz opened the floor for nominations for Chair. June Shack nominated Virginia Chavez with Virginia Chavez nominating June Shack. Motion was made by Theresa Dowling moved to close nominations seconded by Max Perez. Both candidates accepted the nomination. Virginia Chavez was elected as Chair of the Local Board.
 - ii. Chair, Gloria deCruz opened the floor for nominations for Vice Chair. Virginia Chavez nominated Theresa Dowling with Theresa Dowling nominating Max Perez. Motion was made by June Shack to close nominations seconded by Virginia Chavez. Both candidates accepted the nomination. Theresa Dowling was elected as Vice Chair.
 - iii. Chair, Gloria deCruz opened the floor for nominations for Secretary. Theresa Dowling nominated June Shack. Motion was made by Theresa Dowling to close nominations seconded by Max Perez. June Shack accepted the nomination. By acclamation June Shack was elected as Secretary.

The newly elected officers will be their duties at the next meeting.

- B. Board Approval of Current Fiscal Year Budget Adjustment Request (BAR) – Tony Major distributed the revised budget. The new budget included the actual 2009 year end numbers, the rescission and the BAR the Board passed in January. Max Perez moved the Board approve the revised current fiscal year budget adjustment request as presented. Motion was seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.
- C. Board Approval of Tuition & Fees FY 2011 – Tony Major presented three scenarios for the Board regarding tuition and fees. There has not been a tuition increase for UNM-G since 2007 when the fees were implemented.

Scenario 1
No Change in Tuition or Fees

Tuition \$53.00 per credit hour

Fees* 7.90 per credit hour

Total \$60.90 per credit hour

Estimated "loss" in State
Appropriations due to 9%
Tuition Credit \$270,000.

Scenario 2
Increase Tuition full 9% (8.97%)

Tuition \$57.75 per credit hour

Fees* 7.90 per credit hour

Total \$65.65 per credit hour

No estimated effect on State
Appropriations.

Scenario 3
Increase Tuition 4.44%

Tuition \$55.35 per credit hour

Fees* 7.90 per credit hour

Total \$63.25 per credit hour

Estimated "loss" in State
Appropriations due to 9%
Tuition Credit \$135,000.

* \$7.90 in fees is broken down as follows: \$2.00 Student Fee; \$2.95 IT Fee; \$2.95 Building Renewal & Replacement (BR&R) Fee

Motion to use Scenario 3 with an increase in tuition of 4.44% was made by Theresa Dowling. June Shack seconded. Gloria deCruz, Theresa Dowling and June Shack voted in favor, Virginia Chavez and Max Perez voted against the motion. Motion passed.

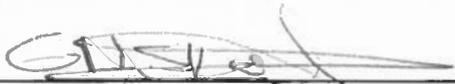
The Board asked Tony Major if he could have the budget ready a few days prior to the meeting so they have time to review. He said he would try to have something for them.

AGENDA ITEM XII - Additional Items Placed on the Agenda

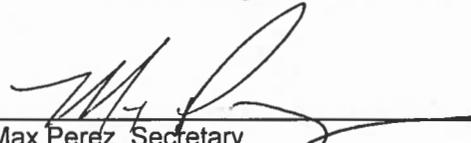
Commenting on a building at the University of Montana – Theresa Dowling passed the information around during the meeting. There were no comments.

AGENDA ITEM XIII – Adjournment

Motion was made by Theresa Dowling to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 9:06 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, April 28, 2010
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Rose Graham, Navajo Nation Higher Education
Don Duszynski, Acting Dean of Instruction	Dee McKerry Navajo Nation NCA (K-12)
Paul Kraft, Director Student Services	Amanda Burns, Student
Tony Major, Director Business Operations	Seth Sam, Student
Ron Petranovich, Facilities Manager	Marilyn Johnson, Student, MLT Program
Jim Blackshear, IT Services Manager	Rosita Etcitty, Student, Nursing
Laura Moore, Manager, Zuni campus	Alexandra Rodriguez, Student, Nursing
Evalina Boone, BMT Faculty, Zuni campus	Priscilla Smith, Community
Loretta Gonzales, MLT Director	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the April 28, 2010 meeting of the UNM-Gallup Local Board to order at 6:06 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Nursing students, led by Marilyn Johnson, had questions regarding the nursing program as follows:

- Students need a voice in the nursing program and demand straight forward answers as to why the nursing program is just only state accredited no nationally accredited (NLN)?
- Why has the Director of Nursing not come forward to discuss what is really going on with the NLN accreditation?
- Why was the site visit scheduled for February of this year cancelled? Students want to know.
- How can the instructors really teach students to become a professional nurse(s) if they do not meet the NLN accreditation standards of nursing instructors possessing a master's degree?
- What are the steps being taken to meet the NLN accreditation for the nursing program of its instructors?
- Why then, if the program has been working toward NLN accreditation for the last few years, the accreditation standards have not been met?
- What should we do as far as completing our nursing program? Should UNM-Gallup transfer us to the main campus in order for us to get out nursing degree: Will UNMG nursing credits transfer to main campus and/or to any other nursing program that is NLN accredited?
- Since main campuses nursing program is NLN accredited, why isn't Gallup's?
- Why is the recruitment so important than focusing on this matter first?
- Students feel that we are not being told the whole story and yet the facility is only looking at the number of students enrolled to benefit themselves financially only.
- As far as training the students to work out in the field, are they really ready? Students have complained numerous times about what they are lacking out in the field to the instructors and the director (especially recent graduates of the nursing program of UNMG).
- By not having UNMG's nursing program NLN accredited, how will this affect students in the long run? Bachelor's programs and employment?
- Would it be in the best interest of the current declared nursing students to find an NLN accredited program to transfer to or to change majors?

Community member, Priscilla Smith asked why the Board doesn't invite the NLN and the Dean of Nursing from UNM main campus to come to the May 6 meeting and answer questions from the students. When will the program be NLN accredited? The student's license should mean something. I hope the Board makes the decision to be there for the students.

Don Duszynski, Acting Dean of Instruction, asked to speak with the students after the meeting and get a copy of their questions. Today is his first day at UNMG and has been with UNM for a long time. He is

interested in helping UNMG have a better relationship with Zuni and the main campus. He is working with the President to have him visit the Gallup and Zuni campus for a day because he needs to see first hand what is happening here. He is very concerned what is happening. He sees tremendous potential with this campus and wants to assure us that he will do everything in his power and to lend the power of the Presidency to help turn around here. He distributed his business card and asked for the students to contact him at any time. He will have the Presidents office to call the Dean of Nursing to see if there is help to get the nursing program back on track. If faculty does not want to do this then perhaps it is time to get faculty who will. President Schmidly asked that he and Dr. Andrew point out that student's come first.

Dee McKerry is attending the meeting at the request of the students and she would also like a copy of the student questions.

Gloria Skeet deCruz arrived at 6:16 pm.

AGENDA ITEM IV - Introductions/Announcements

Evalina Boone, Business Management Technology, Faculty
Don Duszynski, Acting Dean of Instruction

June Shack arrived at 6:20 pm.

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the April 28, 2010 UNM-Gallup Local Board Agenda. Motion seconded by Gloria Skeet deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Max Perez to approve the March 24, 2010 UNM-Gallup Local Board Minutes as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Evalina Boone teaches Fundamentals of Business. She brings in speakers from Gallup to UNMG Zuni campus. Students have to research a Fortune 500 and turn in a written report and presentation to the class. Evalina also teaches Human Relations 204 which teaches different behaviors in the work environment and also trust issues. Several times during the semester she has the students blindfolded and others tell the students what to do. It is a very fun way of learning trust. She also teaches a computer class which is very challenging for students who have no internet connection or computer at home. She will be teaching four classes in the fall at the Zuni campus.

There is a broadband connection in Zuni but it has not been tapped into. The Zuni campus has one line that costs \$1500 per month. We can acquire another for the same cost from CenturyTel. It is a funding issue. We have to monitor how many are on the internet at one time because it slows the computer process down. We are hoping the Internet to the Hogan program will help alleviate the cost, when they come to this area.

AGENDA ITEM VIII - Division/Department Reports

- A. Director Business Operations – The Board commended Tony Major for giving credit to his staff for their hard work. There were questions regarding the travel funds for Perkins being returned to the state. The problem is the budget is put together a year in advance and when travel is planned for spring it sometimes does not happen. It is very difficult to move the money around after the budget is approved.
- B. Director Student Services – Paul Kraft reported Open House was visited by four high schools in the area which is only about 10% of the high schools. Due to funding and testing, many schools did not participate. We are looking at making it more of a student experience so students can be in the classroom instead of a tour of campus and tables in the commons with information. The Board suggested some of the student clubs might want to adopt a school or program and help with transportation. The councilors were asked at the meeting held during the Leadership Conference for suggestions regarding the Open House. They will be looking into some of the suggestions. Dean Candidates have completed the interview process. The search committee will meet and will give their recommendation to Dr. Andrew by end of day Monday. Enrollment is up for summer and fall by 50%. Graduation is down about a dozen students.
- C. Manger Physical Plant and Facilities – Ron Petranovich reported the Student Services building has begun ground preparation. About 36 trees were saved and replanted on campus. The trees cut were mulched and the mulch will be used on campus. Many small initiatives will be addressed now and the summer. Graffiti problems were discussed. Student Senate has formed

- a task force to look into the graffiti problem.
- D. ITS – Jim Blackshear reported the ITS Policy Manual is underway on main campus. Each campus has contributed to the Policy Manual. The 30 day final review stage should be completed at the end of the month. There are significant changes proposed. Jim will see a copy of the new policies is given to the Board when completed. It will be significant change to current policy. Monica Wyaco helps the IT department on the Zuni campus to be their eyes and ears. She does trouble shooting and is one of the reasons ITS can respond to issues so quickly.
 - E. Nursing – Max Perez nursing enhancement grant support student retention rate sees the goal and not the current rate of retention. Would like to know answer. The Board requested the Chair of nursing program be present at the next meeting. There is question whether the enhancement funding will be continued by the state.
 - F. Zuni Campus – Laura Moore reported everything is going very well. She is very excited by the summer classes being offered. There is an average of six students per class. We had Lobo Days last week to encourage students to register early. The high school students have been coming over for COMPASS testing. Dean candidate forums went well but some forums were not extremely well attended.
 - G. Student Senate was commended by the Board for their concern about the graffiti. They have formed a task force not only for graffiti but for safety on campus. International Culture Day is in the planning stages.
 - H. Staff Senate was commended on their ASK ME initiative. The fall semester was the first time for the initiative and was manned by staff. Spring semester had faculty participation.
- The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. We continue to receive positive feedback from the Education Leadership Conference on the student experience.
 - ii. A part of the reorganization is to have a very strong student services support. If we do not have that they will not have success in the classroom. This summer Dr. Kraft will meet with his staff to plan what it means to be student centered, student focused and what it means when we say students come first.
- B. Other items may be reported:
 - i. Sylvia thanked the nursing program students for attending the meeting and their questions will be addressed. In April she received a letter from chair of the nursing program that was also copied to the nursing advisory committee. The correspondence stated they would like to wait for six months to a year before they do anything toward accreditation. Sylvia did not like that so she has a meeting with nursing faculty on May 5 and on May 6 a student forum to talk about accreditation. Dr. Duszynski will also attend these meetings. She will have a report for the Board at the next meeting in May.
 - ii. Last week she had the privilege of being invited to attend the Navajo Nation Supreme Court oral arguments. The purpose was for Sylvia to meet with judiciary the Navajo Bar Association Legal Services and judicial courts in Window Rock to discuss revamping and reinvigorating our tribal court advocate program. There was so much enthusiasm for this program and such a need for this program. The program is not as strong as it should be. We have already identified a very prestigious professional advisory committee that includes Supreme Court Justice Yazzie.

Sylvia Andrew invited Rose Graham, Manager of the Navajo Nation Scholarship Office to speak on the tribal court advocate program. There is a huge need for this program. When the curriculum was looked at there were a lot of classes that could be transferred. With her office going on-line the number of students requesting funding has jumped 27% from 2008-2009 for this program. One of the issues they have is they cannot pay for programs or courses that do not go anywhere. They have a slot of 15 with UNM legal program and they are generally not used. They are looking at reducing that scholarship funding and use it for the UNM-G advocate program. We will make a pathway to the law school which is our ultimate goal.

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported we are doing well. The recent enrollment has helped with the shortfall, unfilled positions have helped and we have reduced expenditures. We should end the year with a bit of surplus. We will need it as we get into next years budget.
- B. Monthly Grants Update – We are doing very well with the spending out of the grants. We are still waiting to hear from grants applied for. Stimulus dollars will be treated as grant funding.

State funded grants will be reduced. We will not hear about TRiO funding until the summer.

AGENDA ITEM XI - New Business

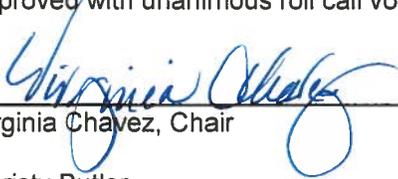
Board Approval FY 2011-2012 Budget – Tony Major reported the Board made a good decision in waiting to approve the budget, because of changes made over the last three weeks, the Board has a complete budget for approval. After discussion, motion was made by Theresa Dowling to approve the UNM-Gallup FT 2011-2012 Budget and 2009-2010 BARS. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 7:55 PM.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

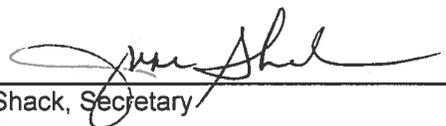
AGENDA ITEM XIII – Adjournment

Motion was made by Gloria Skeet deCruz to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 7:56 PM.



Virginia Chavez, Chair

Christy Butler
Executive Assistant



June Shack, Secretary

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, May 26, 2010
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Ron Petranovich, Facilities Manager
Jim Blackshear, IT Services Manager
Marji Campbell, Chair and Director of Nursing
Laura Moore, Manager, Zuni campus
Sgt. Richard Perez, UNMG Police
Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the May 26, 2010 meeting of the UNM-Gallup Local Board to order at 6:09 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Sgt. Richard Perez, UNMG Police

AGENDA ITEM V - Approval of Agenda

Motion was made by June Shack to approve the May 26, 2010 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Max Perez to approve the April 28, 2010 UNM-Gallup Local Board Minutes as presented, seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Sgt. Perez reported on the graffiti situation. The Gallup Police, along with Daniel Bird at Juvenile Probation, has started a Graffiti Task Force. Paul Kraft and Sgt. Perez attended initial the meeting. There are sensors that can be installed that detects spray aerosol and will call into the police when detected. Most indicators are it is GED or high school students making the graffiti at UNMG. The Task Force is looking at community service for the offenders. UNMG will participate as a location for community service. Frank Chiapetti, Principal at Miyamura is developing a website to register the gang tags. We will be taking pictures of the tags on campus to register them. Many of the tags are already identified by offender. The custodial staff is doing a good job of keeping the graffiti cleaned up. It is very costly to replace the mirrors in the restrooms.

AGENDA ITEM VIII - Division/Department Reports

- A. Director Business Operations – The Board asked about funding for ABE, Tony Major reported, as with all state funding there will be a reduction.
- B. Director Student Services – Paul Kraft reported we have lost another manager for the Child Care Center. Summer and Fall enrollment are 30% ahead. We will be dropping some sections that have low enrollment. We do not have the budget to support this increase. Classes with 10 or fewer students will be looked at to drop and move the students into another section. We have 800 enrolled for the summer and last summer we had 600.
- C. Manger Physical Plant and Facilities – Ron Petranovich reported the building project is on schedule. Votec Dr. construction is awaiting approval on SWPPP plan (environmental). OCP Bill Turner, Mike Reid and Steve Beffort met with Ron and Sylvia Andrew concerns where expressed letting them know we are not happy with their services. Ron will get the Board a copy of the UNM Annual Safety report. Report on the food vendor RFP was given.
- D. ITS – Jim Blackshear reported Flintco is up and running with phones and computer.
- E. Nursing – Marji Campbell reported there are 75 applications for the entrance exam and it does not close until Friday at 5 pm. The Board asked about information regarding accreditation. We

have not lost accreditation we did not have NLN accreditation to lose. We were not as far as we thought we were in accreditation process. We do not have the Masters practitioners in teaching positions. The clinical practitioners are not Mastered. The most proficient are the nurse practitioners not those in administrative positions. We would like to have a full-time clinical faculty member hired by the enhancement funds. UNMA Nursing is willing to help with teaching but they are not willing to do that free. Sylvia Andrew has hired a consultant to help with faculty in September. State of NM allows rural areas to hire not masters prepared faculty and give them five years to get their Masters. This is not the requirement for the NLN accreditation. We have full approval of the NMSBON. Our goal is to receive NLNAC accreditation. The Board asked Marji to keep them informed as we progress through accreditation. The lack of accreditation could affect some RN to BSN programs due to transfer requirements.

- F. Zuni Campus – Laura Moore reported they are working on Kids College in Zuni. The High School Orientation Day was not successful. We will try something different next year.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
i. The Board did not have any questions for Sylvia.
B. Other items may be reported:
i. Update on the internal audit was distributed.

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported we are doing well. Tuition and fees are up due to the increase in enrollment. The County is doing well in collecting property taxes. Most of the spending for this fiscal year has been spent. May have some funding left at the end of the year.
B. Monthly Grants Update – We are doing very well with the spending out of the grants. The only red flag is some potential for return of dollars for the TRiO grant due to unfilled positions. They are fully staffed now. We heard from Carl Perkins and we will not be receiving the Tech Prep grant. We are appealing this decision.
C. Nursing Program Accreditation – Marilyn Johnson & Theresa Diaz students requested answers to their questions presented at the last Board meeting. The students did not attend the Board meeting. The Board wants to make sure the student's questions were answered.

AGENDA ITEM XI - New Business

- A. Look at June Meeting Agenda – June meeting will be cancelled due to lack of an agenda.
B. Determine Retreat Date – August 5 at 6:00 pm at Theresa Dowling's home.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

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 Max Perez. Motion was approved by unanimous roll call vote at 7:50PM.

AGENDA ITEM XIV – Executive Session

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

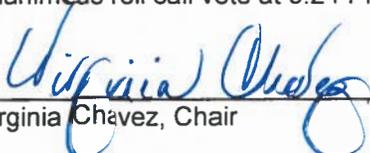
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by June Shack. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 9:24 PM.

Upon reconvening the regular meeting of the Local Board, June Shack 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 UNM-G Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

AGENDA ITEM XVI – Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 9:24 PM.



Virginia Chavez, Chair

Christy Butler, Executive Assistant



June Shack, Secretary

UNM-GALLUP LOCAL BOARD RETREAT MINUTES

Thursday, August 5, 2010
Six O'clock p.m.

Theresa Dowling's Residence

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF

Sylvia Andrew, Executive Director
Christy Butler, Executive Assistant

Chair, Virginia Chavez called the retreat meeting of the UNM-Gallup Local Board to order at 7:20 pm. A quorum was present.

Faculty Workload Report from Tony Major

- This report was requested by the Board as a result of the Faculty Equity Task Force Report
- The report covers the last 4 semesters beginning in the spring 2008
 - Need to have a form for release time accountability
 - Have a check and balance by
 - Dean's office
 - HR office
 - What are the chair roles and responsibilities?
 - Budget management?
 - Board recommends restructuring
 - Should have stipend not release time
 - Identify goals and objectives for the department
 - Identify responsibilities for chairs
 - Need budget allocations model
 - Report release time to the Board once a year

Program Updates

- Human Services
 - Final Report distributed
 - Report given to Health Careers faculty
 - They will report to Curriculum Committee with their recommendation
- Rad Tech
 - Presented the History of Rad Tech

Board Objectives

- Board members will work on goals and bring to the next meeting
- Board asked Executive Director for her goals
 - Reorganization
 - Create budget allocation
 - Regular academic Program Reviews to help guide the budget
 - Budget committee make budget priorities
 - Strategic Plan for the college
 - Have measurable goals

Review of Board By-Laws

- Amend the MCHS 160 & 161.1 to remove as MCHS is now under GMCS
- Vote on change at the September or October meeting

Review of Operating Agreement

- Board requested Executive Director to write letter to Regents to invite them to meet with the Local Board at UNM-Gallup as per Operating Agreement for Board signature. Max Perez will provide follow up with the Regents.

Review of Board Ethics

- No changes

June Shack left the meeting at 9:18 PM.

Next Year's Meeting and Retreat/Work Session Dates

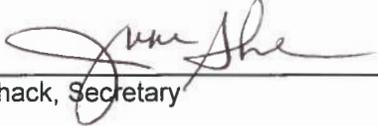
- Meetings
 - August, September and March regular meetings will meet on the fourth Wednesday
 - Remainder of year meet on the third Wednesday
 - No regular meeting in December or July
- Retreat/Work Session Date
 - Tentatively December 14

The Board will work individually on a list of Board Education for the year and bring to the next meeting for discussion.

Motion was made by Max Perez to adjourn. Motion seconded by Gloria deCruz. Motion was approved with unanimous roll call vote at 10:02 PM.



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, August 25, 2010
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Tom Kaus, Math Faculty, Pres. Faculty Senate
Don Duszynski, Interim Dean of Instruction	Christy Butler, Executive Assistant
Paul Kraft, Director Student Services	Christina Joe, Nursing Student
Tony Major, Director Business Operations	James "Jace" Frye, Nursing Student
Ron Petranovich, Facilities Manager	Josephine Brown, President Student Senate
Jim Blackshear, IT Services Manager	Cassandra Morgan, VP Student Senate
Sandra Allmond, Human Resources Manager	Reem Almasri, Senator Student Senate
Marc Saavedra, Director Government Affairs & Community Relations	Alhad Salda, Senator Student Senate
Marji Campbell, Chair and Director of Nursing	Brian Yazzie, Senator Student Senate
Loretta Gonzales, MLT Director	April N. Coonsis, Senator Student Senate
Glenda Friend, Social Science Faculty	Samir Wahid, Faculty Advisor Student Senate

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

Chair, Virginia Chavez called the August 25, 2010 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

None

AGENDA ITEM IV - Introductions/Announcements

Sandra Allmond, Human Resources Manager
Marc Saavedra, Director Government Affairs & Community Relations

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the August 25, 2010 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Max Perez to approve the May 26, 2010 UNM-Gallup Local Board Minutes as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

Motion was made by Theresa Dowling to approve the August 5, 2010 UNM-Gallup Local Board Retreat Minutes as presented, seconded by Max Perez. Motion was approved by unanimous roll call vote.

June Shack arrived at 6:12 PM.

AGENDA ITEM VII - Division/Department Reports

- A. Director Business Operations – The Board asked about the 3.2% reduction from the state being rescinded. Tony Major reported it was only rescinded for public education but is still in effect for higher education. The 3.2% equals \$282,000 and should be covered by vacant positions salaries. The portion of the budget cuts we will be working on is the 8.2% reduction for next year and where we have to cut. He is working on the annual fund balance report and financial actuals for the 2009-2010 year. Several grant PIs changed over the summer. The Board asked about the change to the TANIF contract. We are struggling with the Grants and Contracts office at main campus and Tony could not answer the question. The Board would like an update on the Anderson School grant at the next meeting. Tony Major reported he is now overseeing the Child Care Center.
- B. Director Student Services – Paul Kraft reported a 9.2% headcount of 2668 students; 206 less than last year's semester total. Student credit hours are up 11% totaling 26,603 up 3000 from a

year ago. He distributed two graphs comparing 2006 through 2010 showing this year is by far ahead of any other year. Students are having trouble registering for 12 hours and are registering for 6-9 credit hours. The only way students are getting a full load is if the faculty allows additional students in their classes. Disenrollment was 600 students with over 90% of those students re-enrolling. The purpose of disenrollment is to get rid of "ghost" students, students who enroll in April and do not show up in the fall or pay their bill. We have been told by main campus that if we can show we do not have any ghost students we do not have to participate in disenrollment. Paul will be looking for another solution other than disenrollment. The Board asked about class caps and the number of class sections offered. Paul will be looking at this with the Dean.

- C. Manger Physical Plant and Facilities – Ron Petranovich reported the Student Life and Classroom Technology Building is about two weeks behind schedule but it should be made up during the steel erection. He distributed the safety report requested by the Board at the last meeting.
- D. ITS – Jim Blackshear reported all failed IT equipment hit by lightning has been replaced.
- E. Nursing – Board commended Marji Campbell on the continuing student NCLEX 100% pass rate. State wide nursing curriculum committee held a meeting at UNMG this summer with the leadership being elected. They are doing good work. Marji will let the Board know the web address when the site is up.
- F. Zuni Campus – The Board was glad to see the Zuni campus is working with the Zuni Public Schools on classroom usage and professional training for the ZPS teachers.
- G. MCHS – The Board commended them for making AYP.
- H. Student Senate – Cassandra Morgan VP and Jody Brown President Student Senate brought issues resulting in two Student Senate resolutions to the Board as follows
 - i. The first resolution was a vote of no confidence of UNM President David Schmidly and his office.
 - ii. The second resolution was to have an immediate Town Hall meeting with the specific UNM and UNMG personnel asked to attend to resolve student issues in a public forum.The Senate also distributed a letter of support for Sylvia Andrew sent to President Schmidly. They have not received a response.

The remaining departmental reports were presented in written form.

The Board requested a report from the Dean of Instruction in the next Board packet.

AGENDA ITEM VIII - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. Sylvia attended the President's retreat. There was not much at the retreat concerning the branch campuses; however there was good general information about strategies being discussed in Albuquerque.
 - ii. The College Cabinet retreat went very well and had good representation. The work begun at the retreat will continue during the Cabinet meetings this year.
 - iii. HED capital project presentation for Lions Hall Community Education Building went well. There are no funds available for the request.
- B. Other items may be reported:
 - i. None

AGENDA ITEM IX – Old Business

- A. Monthly Financial Update – Tony Major reported we are doing well with a year end surplus due to vacant positions. We need to prioritize the over 30 vacant positions for hiring. We do not have funds to fill all vacant positions. Tuition and fees are up due to the increase in enrollment. We did receive \$315,000 in stimulus funds to help with utility costs.
- B. Monthly Grants Update – Final year end grant report shows returning funds on Four Corners Writing Grant, TRiO and Title III grant. The TRiO grant was renewed.
- C. Faculty Workload Update – Tony Major reported information requested from the Board at the retreat has been incorporated into the report.

AGENDA ITEM X - New Business

- A. Open Meetings Resolution - Motion was made by Theresa Dowling to approve the Open Meetings Resolution, seconded by June Shack. Motion was approved by unanimous roll call vote.
- B. Local Board Code of Ethics - Motion was made by Max Perez 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 Theresa Dowling. Motion was approved by unanimous roll call vote.

- C. Discussion on Board Education – Remedial Education – Vickie Kraft for September meeting
CCTE Changes – Ann Jarvis for October meeting
The Board will email further topics to Christy Butler.

AGENDA ITEM XI - Additional Items Placed on the Agenda
None

AGENDA ITEM XII - 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 Max Perez. Motion was approved by unanimous roll call vote at 7:20PM.

AGENDA ITEM XIII – Executive Session

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

AGENDA ITEM XIV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Max Perez. Motion seconded by Theresa Dowling. Motion was approved by unanimous roll call vote at 8:55 PM.

Upon reconvening the regular meeting of the Local Board, June Shack 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 UNM-G Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

AGENDA ITEM XV – Adjournment

Motion was made by Theresa Dowling to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 8:56 PM.



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, September 22, 2010
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Sandra Allmond, Human Resources Manager
Joan Green, Acting Director Student Services	Marji Campbell, Chair and Director of Nursing
Tony Major, Director Business Operations	Laura Moore, Manager Zuni
Ron Petranovich, Facilities Manager	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the September 22, 2010 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

None

AGENDA ITEM IV - Introductions/Announcements

Joan Green, Acting Director Student Services

AGENDA ITEM V - Approval of Agenda

Motion was made by June Shack to approve the September 22, 2010 UNM-Gallup Local Board Agenda. Motion seconded by Gloria Skeet deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Max Perez to approve the August 25, 2010 UNM-Gallup Local Board Minutes as presented, seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Division/Department Reports

- A. Director Business Operations – The Board asked about Tony Major’s work plan. He will give it with his report next month. The largest part of the plan will be to have a budget allocation plan.
- B. Acting Director Student Services – The Board welcomed Joan Green. The Board supports her and requested she contact them if she needs their support. She has been meeting with students and enjoys the feeling of community on the campus.
- C. Manger Physical Plant and Facilities – Ron Petranovich reported Flintco is a pleasure to work with. The road is several weeks behind schedule. We are trying to see if we can get Flintco to complete the road work. We are ahead of schedule in preparing for the winter. The summer projects are completed. We hope the roofing and stucco repairs on Old Gurley have taken care of the leaks.
- D. Nursing – Marji Campbell gave an update on nursing consultant Donna Ignatavicius visit. The entire nursing faculty met with her on September 17. She distributed a timeline they prepared. This year’s budget has already been established and the funding for the strategic investment needed for accreditation is not budgeted. The State Board of Nursing will be visiting in October for their site visit.
- E. Zuni Campus – Laura Moore reported the Zuni campus is offering 50% more classes this year than last year. Last fall the head count was 255 with 1699 credit hours; this fall head count is 299 with 2130 credit hours.
- F. Human Resources – Sandra Allmond reported the UNM Employee Health Promotion Program (EHPP) is establishing a wellness program at our campus. The committee is made up of faculty and staff. They want to get people motivated and have competitions to have healthy employees. HR department has three things she wants to focus on: 1. records management in compliance, 2. streamline the hiring process, and 3. establish a hiring priority list.

The remaining departmental reports were presented in written form.

AGENDA ITEM VIII - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. We are working on a College Cabinet work plan to help create a positive workplace and make it a positive learning environment.
 - ii. Dean of Instruction – Met with the search committee and they are moving forward with the search.
- B. Other items may be reported:
 - i. None

AGENDA ITEM IX – Old Business

- A. Monthly Financial Update – Tony Major reported everything looks good. The report is through August 31 which is the second month of the year. We are looking at increasing the community non-credit classes and work force classes that will help bring in dollars.
- B. Monthly Grants Update – Grants are doing well. We are returning just under \$100,000 to TRiO which was salaries not used. NSF grant is a 5 year grant and just getting underway. There has been a slowdown in grant application which will bite us when our current grants expire.

AGENDA ITEM X - New Business

- A. Approve FY2011 Budget Rescission – The legislature has imposed a reduction of 3.2% (\$286,100) for UNMG. Motion was made by Max Perez to approve the use of fund balance dollars for the budget rescission, seconded by Gloria Skeet deCruz. Motion was approved by unanimous roll call vote.
- B. Proposed Proclamation for Mil Levy and Board Election – The Proclamation was distributed for the Board to review. The Proclamation will be voted upon at the October 20, 2010 meeting.
- C. Review of Notice Requirements – Per the Local Board Bylaws, the Board reviewed notice requirements. No changes were made to the requirements.
- D. Board Goals and Objectives – This item was tabled until the November meeting.
- E. Proposed First Amendment to Local Board Bylaws – The Board read the proposed amendment to the Bylaws. No other changes or additions will be made. The Board will vote on the amendment at the October meeting.

AGENDA ITEM XI - Additional Items Placed on the Agenda

None

AGENDA ITEM XII - 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 Max Perez. Motion was approved by unanimous roll call vote at 7:33 PM.

AGENDA ITEM XIII – Executive Session

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

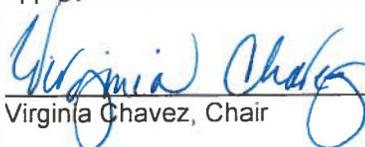
AGENDA ITEM XIV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Gloria Skeet deCruz. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 8:54 PM.

Upon reconvening the regular meeting of the Local Board, June Shack 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 UNM-G Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

AGENDA ITEM XV – Adjournment

Motion was made by June Shack to adjourn. Motion seconded by Gloria Skeet deCruz. Motion was approved with unanimous roll call vote at 8:55 PM.



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, October 20, 2010
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.....	P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Sandra Allmond, Human Resources Manager
Jeannie Monaghan, Co-Dean of Instruction	Marji Campbell, Chair and Director of Nursing
Joan Green, Acting Director Student Services	Laura Moore, Manager Zuni
Tony Major, Director Business Operations	Ann Jarvis, CCTE Principal
Ron Petranovich, Facilities Manager	Al Clemmons, Sr. VP, George K. Baum & Co.
Jim Blackshear, Manager IT Services	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the October 20, 2010 meeting of the UNM-Gallup Local Board to order at 6:11 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

- A. Al Clemmons, Sr. Vice President, George K. Baum & Company
- B. Jeannie Monaghan, Co-Dean of Instruction

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to move Agenda Item IX C to after Agenda Item VI and approve the October 20, 2010 UNM-Gallup Local Board Agenda. 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 September 22, 2010 UNM-Gallup Local Board Minutes as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII – Board Education

Ann Jarvis spoke on the changes proposed for updating the CCTE programs and equalize teaching loads. CCTE is proposing to change the manner it schedules its course offerings throughout the semester. Instead of offering courses that are all sixteen weeks in length, this proposal is suggesting that the CCTE offer courses based on the number of contact hours per selected course. This would mean that course offering would all start at the semester's onset, but would have different ending dates based upon the credit hours offered and contact hours required for a given course offering.

The purpose of this change to the method in which CCTE provides course offerings to its students is to even out the teaching load across the programs of study. When CCTE first began (as AVS), all instructors taught two three-credit hours courses for a six credit hours teaching load per semester. Because of the "extended" time that CCTE met, the instructors were given 1.5 amount of the credit; therefore, a six credit teaching load translated into nine credits. With the addition of more programs within the CCTE, the "standard" teaching load has changed based upon the course offerings per program. The administration of UNM-Gallup would like to once again see a "standardized" teaching load for the CCTE instructors.

Instead of teaching two or three courses over a sixteen week period, CCTE could offer more courses/credit hours per semester to its students by offering one course at a time to its students. The length of the courses would be based upon the number of credit hours per course offered. This would allow CCTE to offer at least three courses per semester (3 or 4 credit hours per course) per semester to its students.

Faculty, program, departmental, and administrative input will be needed to determine what courses can/will be offered to fit into this type of schedule. The aim is to offer students nine credit hours per semester, which will allow them to earn 18 credit hours in a school year's time. Currently, the students

earn between six and eight credit hours per semester depending upon the program of study. We are looking to standardize the number of credit hours instructors are teaching in order to equalize their teaching loads. Under this type of scheduling, the instructors would strictly adhere to the credit hours/contact hours that are tied to a particular course - no "additional" credit hours would be granted since the contact hours would be the exact same as the college level courses. This would eliminate problems that currently exist among departments whose faculty members are involved in the CCTE program. This would also alleviate problems that exist on faculty load sheets - far too many "versions" of credit hours granted per course exist and these need to be standardized.

Gloria Skeet deCruz joined the meeting via conference phone at 6:38 pm.

AGENDA ITEM VIII - Division/Department Reports

- A. Co-Dean of Instruction – Jeannie Monaghan and Chris Chavez both received unanimous endorsement and support from the chairs. Both graciously agreed to take on these additional responsibilities. Sylvia Andrew and the Board thanked them for accepting.

Jeannie Monaghan reported they are working on the prioritizing the faculty hiring list for each department beginning with positions that need to be filled for spring and then next fall. The library positions are at the top of the list. Faculty evaluations are due November 1. They are beginning to look at the budget process and looking at a budget model.

- B. Director Business Operations – Tony Major reported the contract for testing is at main campus for approval and signature. The bookstore is in transition. No decision has been made regarding the institutional research position. The Board asked for clarification in the use of instructional funding being used for child care if it was decreasing instructional programs. Instructional funding is supplementing child care in covering their shortfall. We have a healthy fund balance; money is not our problem right now.
- C. Acting Director Student Services – Joan Green reported Student Services has been unified and issues have been addressed. We are holding regular meetings and they have written goals. ADA issues have been addressed. A student veteran's study area has been found.
- D. Manger Physical Plant and Facilities – Ron Petranovich reported construction of the building is on schedule. The Board appreciates how his department keeps the campus looking nice. Enquiries about re-keying the campus were discussed. It has been at least 15 years since the campus was re-keyed.
- E. Manager IT Services – The Board is very pleased UNM IT is working with UNMG. Jim Blackshear reported with Gil Gonzales as CIO of the IT department the tone has changed and they are more willing to work with the branches and colleges.
- F. Human Services Manager – Sandra Allmond reported there is a lot of work to be done here. She is working to make changes to the hiring process and is working with main campus. UNMA are the final decision makers. Dean of Instruction search committee is moving along and will be conducting phone interviews in the near future. They hope to have someone on board by the beginning of the year. The Board would like to see new employees introduced to the other campus employees.
- G. Nursing – Marji Campbell reported the State Board of Nursing will be making their site visiting October 27th.
- H. Zuni Campus – Laura Moore reported the Zuni campus windows have been repaired with shatterproof glass and the doors replaced. Student credit hours have gone up 25% fall 2009 to fall 2010. The Board asked her to let the Zuni Education Department know about the EU office hours.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
- i. UNM Foundation President, Harry Nemcik, was very impressed with UNMG when he visited.
 - ii. The campus readiness for strategic planning was reported and included in the Board packet.
- B. Other items may be reported:
- i. None

AGENDA ITEM X – Old Business

- A. Monthly Financial Update – Tony Major reported everything looks good. Expenses are less than budgeted. If the December gas & oil revenue forecast is down, he has been told we should anticipate a 5% reduction in the budget for spring which is approximately \$475,000 out of this year's budget. We should anticipate a \$1M reduction in next year's budget.

- B. Monthly Grants Update – Grants are doing well. Carl Perkins redistribution has been made.
- C. Approve Proclamation for Mil Levy and Board Election – Al Clemmons presented the Proclamation for Mil Levy and Board Election to the Board. We have three board positions open for election, they are Position 1, Max Perez, Position 4, Virginia Chavez and Position 5, Theresa Dowling. The mil levy question voted on in 2004 has to be voted on again after six consecutive years. The current question, if passed, will run through 2016. With the change in taxable value in McKinley County there is now \$5M available, if we choose to go before the voters.

Motion was made by Theresa Dowling to approve the resolution and proclamation of regular branch community college district election and branch community college tax election, seconded by June Shack. Motion was approved by unanimous roll call vote at 6:20 PM.

Theresa Dowling moved to approve the resolution authorizing and directing election procedures, seconded by June Shack. Motion was approved by unanimous roll call vote at 6:20 PM.

- D. Approve First Amendment to Local Board Bylaws – The amendment to the Local Board Bylaws was read. There was no discussion. Motion was made by June Shack to approve the Amendment to the Bylaws as presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM XI - New Business

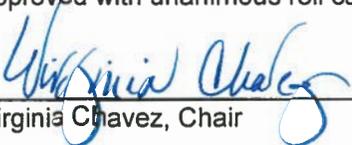
Reschedule December 14 Retreat – The retreat has been tentatively rescheduled for December 16 at 6:30 pm. A location will be chosen at the next meeting.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIII - Adjournment

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



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, November 17, 2010
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Sandra Allmond, Human Resources Manager
Jeannie Monaghan, Co-Dean of Instruction	Marji Campbell, Chair and Director of Nursing
Joan Green, Acting Director Student Services	Laura Moore, Manager Zuni
Tony Major, Director Business Operations	Teresa Wilkins, Faculty, Arts & Letters
Ron Petranovich, Facilities Manager	Linda Thornton, Sr. Public Relations Rep.
Jim Blackshear, Manager IT Services	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the November 17, 2010 meeting of the UNM-Gallup Local Board to order at 6:14 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Linda Thornton, Sr. Public Relations Representative, Co-Chair Marketing Task Force
Teresa Wilkins, Faculty, Arts & Letters, Marketing Task Force Team Leader

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the November 17, 2010 UNM-Gallup Local Board Agenda. 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 October 20, 2010 UNM-Gallup Local Board Minutes as corrected Agenda Item VIII F. clarify UNMA is the final decision maker on changes to hiring practices, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII – Board Education

Linda Thornton, Co-Chair of the Marketing Task Force reported the force was formed in Oct 2009. They started by gathering data and looking at marketing trends. She gave a summation of the Marketing Task Force. Marketing is different than advertising. Marketing is looking at the job and employment picture which is a changing picture. All the information will be shared with the Strategic Planning Committee, Deans, Budget Committee, and others so everyone is on the same page. They will be looking at our high tuition compared to other rural community colleges in New Mexico; look at the class distribution issue, the time when classes are offered and when they are demanded by students. Shift from print and radio advertising to web and social networking. Creating communication with our students is vital. They will be meeting each semester to continue the Task Force. The marketing plan will be changed as the programming, reorganization and leadership changes. They have been laying the groundwork and are ready to begin. Three areas for health education and government have been identified as strategic.

Teresa Wilkins, Team Leader, spoke for her team Dina Dominguez, Louise Lopez, Linda Thornton, Ken Van Brott with support from Vickie Kraft, Tony Major, Jody Sowers, Sandy Webb, and Colleen Arviso. She distributed data collected by the team. They will use this data to establish a baseline and begin to evaluate the institutions strengths and weaknesses, what is offered to our students and community. They will be looking at completion of courses, degree and certificate completion rates. Also will be looking at ancillary functions, bookstore, eBooks, possible use of the gym by community groups, library how we differ from the libraries in town and how we use space in the new building and how it can be used by the community. Next steps, if you have questions or comments please offer them to the Task Force, we have not done an in depth analysis yet or factored in trends, institutional planning or other institutions within 100 mile radius. The committee has not looked at a rationale for increase or decrease in program trends.

The Board thanked the Task Force for all their hard work and look forward to updates.

AGENDA ITEM VIII - Division/Department Reports

- A. Co-Dean of Instruction – Jeannie Monaghan reported they are doing several things in the Dean's Office. They have determined to wait on tenure position hiring until a Dean is hired. Lecture hiring are moving forward and have included on-line requirements for new hires. They are working with the chairs on the reorganization plan and watched a webinar on "Academic Restructuring Guidelines for Academic Leaders" which is being made available to departments for viewing. They are having the chairs reassess their strategic plans. The chairs have started a task force for aligning budget with strategic plan. Spring schedule is out and students should begin enrolling November 29. Navajo Nation for Self Reliance (TANF) contract is under discussion. Human Services certificate have classes scheduled.
- B. Director Business Operations – Tony Major reported working on the upcoming budget and how funding will be allocated. He met with the Student Senate and spoke on the concerns our food vendor had about so many hot food sales by the student clubs. We are going to make sure all of the clubs have food handling certificates and the sales should not be done in the same area as the food vendor. Grants and research have things in the pipeline. Monthly index reconciliation training will be held for administrative assistance for professional development tomorrow. The bookstore is doing very well. Spring book orders are coming in. The bookstore will close for two days for inventory at the end of the month. Book buy back will be handled by Nebraska Book Co.
- C. Acting Director Student Services – Joan Green reported her report was an annual report sent to main campus. This report has not been done in the last few years. The Board asked about the number of work study students. This has not been tracked, she will make a note for this information to be included in the future.
- D. Manger Physical Plant and Facilities – Ron Petranovich thanked Sandra Allmond and the HR staff for getting the custodial supervisor position hired. They have been getting the campus ready for winter. Gym doors have been replaced. Votec Drive is mostly complete and has added close to 24 parking spaces. The building is on time and is being readied for winter. Will update the safety list and have it for the next meeting. BR&R priority list is being addressed. State Fire Marshall's visit was on October 13. Facilities Committee has been reinstated and is meeting. First thing updated will be the facilities use policy. Lions Hall parking has been paved and lighting added. Backfill will begin during the holidays in Gurley Hall.
- E. Manager IT Services – Jim Blackshear reported the AV package is almost ready for the new building at or under budget. Plan to upgrade three of the BMT computer labs to Office 2007. XP, our current system, will no longer be supported by Microsoft by this summer; once this happens we are open to hacking. UNM Helpdesk will be able to help Gallup and Zuni. We are working with UNMA IT on strategic planning, print control, library computer lab access management, email, messaging and calendaring system.
- F. Human Services Manager – Sandra Allmond updated the hiring positions. In 2009 it took 77 days from beginning to hire. UNMA has guaranteed us that when they receive a posting from us it would be processed immediately. UNMA will be sending someone out to help us with faculty hiring. Preventative health fair was not as well attended as hoped from the community, but flu shots were given and because people ate making some of the blood testing unavailable.
- G. Nursing – Marji Campbell reported the State Board of Nursing made their site visit on October 27th with a very positive verbal report at the end of the visit. We will not have the final report or approval until December. She attended the Memorial 50 meeting with Jeannie Monaghan. Spring admissions entrance exams have been given. We will take 28 students with two alternates and do not anticipate any change. Student Nurses Association held their health fair this week. Four faculty are participating in the New Mexico Curriculum Committee.
- H. Zuni Campus – Laura Moore reported the spring semester schedule was distributed. Encouraging students to use lobo track. EU was on the Zuni campus today. Security is still under discussion. Working on getting a food handlers class on campus. Library data bases can be accessed from the campus just like they can at Gallup and main campus.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. Sustainability Task Force is headed up by Chris Chavez and Ron Petranovich is working on a plan.
 - ii. Budget planning advisory committee has been conceived and getting names for membership.
 - iii. Working with Joan Green to draft a Student Services Committee. The Committee should be focused on student issues. Joan is working on the student handbook. The student grievance process needs to be improved, it is very cumbersome; there is no accountability

as to how long the process takes.

- iv. Actively involved in the faculty hires with the deans. Tenure track hiring will be held until the dean is hired. There should be the expectation that new faculty should be competent in their area and have some instructional technology. New faculty hires should actually teach a class and have faculty input in the hiring process. Need a much more rigorous hiring process. We are moving forward in hiring library leadership; should be hired prior to hiring the support staff positions. Moving forward with the disabilities services position. Senior advisor position is needed. Hiring priorities with soft money are proceeding. Some of our positions need strengthening in the language for the position. OEO will be assisting in this and will help with the posting of the faculty position. There is also an expectation that faculty serving on search committees will have training and make sure the process is equitable and fair. If you want to be a Chair there will be additional training. The hiring process is very cumbersome and it is important that we hone in on where are problem spots are. There are phases in the hiring process where we are collecting data on the number of days each phase takes. We are trying to locate where the bottlenecks are. The process is very paper driven and labor intensive we need to use technology to help us. The faculty process will be looked at first. We need to look at the marketing data to see if the program is still current, relevant and appropriate. These are hard decisions but we need to make those decisions in these hard financial times.
 - v. Campus Technology Committee will be developed. Needs to be more instruction driven. Gil Gonzales will be coming to meet with the Committee. Again, it will have faculty, staff and students as members.
 - vi. Indian Education Advisory Council attended the meeting this week and learned a lot.
 - vii. Formulating a response to Student Senate on the issues brought up at the Town Hall and what has been addressed. There are over 200 student concerns that are being typed up so they can be looked at. Judicial process for students needs to be addressed and should be streamlined. Getting students involved as mediators will be a great opportunity.
 - viii. Our dual credit has tanked. There will be a pilot for dual credit starting with three schools. We want to keep it simple.
 - ix. ABE state site visit will be taking place on November 22, 23, and 24. They will be at the Zuni campus on 23rd and will talk to the students, tutors and administrators.
- B. Other items may be reported
- i. None

AGENDA ITEM X – Old Business

- A. Monthly Financial Update – Tony Major reported everything looks good for this fiscal year even with the reduction.
- B. Monthly Grants Update – Grants are doing well and are on track. Carl Perkins distribution has been finalized. Travel for Carl Perkins was not spent.
- C. Board Goals and Objectives – Tabled to discuss at the work session in December.
- D. Retreat Location – Theresa's home at 6:30 PM on December 16.

AGENDA ITEM XI - New Business

Approve Budget Adjustment Request (BAR) for HED – Tony Major reminded the Board they approved the plan to use fund balance for the budget cuts. The BAR spreadsheet is using actual expenditure numbers and not estimates. HED is now requesting this approval by December 10. Motion was made by June Shack to approve the Budget Adjustment Request (BAR). Gloria deCruz seconded. Motion was approved by unanimous roll call vote at 8:27 PM.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

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 Theresa Dowling. Motion was approved by unanimous roll call vote at 8:28 PM.

AGENDA ITEM XIV – Executive Session

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

AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Theresa Dowling. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 9:53 PM.

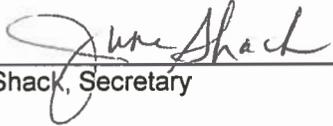
Upon reconvening the regular meeting of the Local Board, June Shack instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNM-G Local Board informed of the status of these issues. 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 9:53 PM.



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Tuesday, November 30, 2010
Noon

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director
Paul Roth, Acting President
Breda Bova, Chief of Staff
Helen Gonzales
Jozi De Leon
Susan McKinsey
Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the November 30, 2010 special meeting of the UNM-Gallup Local Board to order at 12:40 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Paul Roth, Acting President
Breda Bova, Chief of Staff
Helen Gonzales, VP Human Resources

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling approve the November 30, 2010 UNM-Gallup Local Board Agenda. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Additional Items Placed on the Agenda

None

AGENDA ITEM VII – 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 Gloria Skeet deCruz. Motion was approved by unanimous roll call vote at 12:42 PM.

AGENDA ITEM VIII - Executive Session

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

AGENDA ITEM IX - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Theresa Dowling. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 2:02 PM.

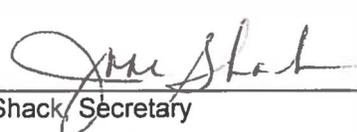
Upon reconvening the regular meeting of the Local Board, June Shack instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNM-G Local Board informed of the status of these issues.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

AGENDA ITEM X – Adjournment

Motion was made by June Shack to adjourn. Motion seconded by Theresa Dowling. Motion was approved with unanimous roll call vote at 2:03 PM.



Virginia Chavez, Chair



June Shack, Secretary

Christy Butler
Executive Assistant