



Local Advisory Board

2011

Minutes Archives

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, January 19, 2011
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 STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Marji Campbell, Chair and Director of Nursing
Jeannie Monaghan, Interim Dean of Instruction	Laura Moore, Manager Zuni
Tony Major, Director Business Operations	Sonny Moore, Training Specialist
Ron Petranovich, Facilities Manager	Louise Lopez, Community Ed Coordinator
Jim Blackshear, Manager IT Services	Al Henderson, BMT Faculty, Entrepreneur Prog.
Sandra Allmond, Human Resources Manager	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the January 19, 2011 meeting of the UNM-Gallup Local Board to order at 6:13 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Louise Lopez, Community Ed Coordinator
Sonny Moore, Training Specialist
Al Henderson, BMT Faculty, Entrepreneur Program

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the January 19, 2011 UNM-Gallup Local Board Agenda with the additional item placed on the agenda regarding the Gallup Independent article. 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 November 17, 2010 UNM-Gallup Local Board Minutes presented, seconded by Max Perez. Motion was approved by unanimous roll call vote.

Motion was made by Max Perez to approve the November 30, 2010 UNM-Gallup Local Board Special Meeting Minutes presented, seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.

Gloria Skeet deCruz arrived at 6:30 pm.

As a Point of Order, Chair Virginia Chavez appointed Gloria Skeet deCruz as Secretary for this meeting.

AGENDA ITEM VII – Board Education

Sonny Moore distributed information to the Board. He has been with UNMG since 2000 and is a product of the GMCS system. He specializes in working with the Navajo Nation and the Chapters. The Navajo Nation Local Governance Act was passed in 1998 ensuring financial and administrative stability for the Chapters. He has been teaching classes that meet the requirements for the Five Management System. The contract between Navajo Nation Workforce Development and UNMG has been approved to begin in January 2011. We have six months to complete the training with the Navajo Nation since it took so long to finalize the contract.

Al Henderson spoke regarding the Entrepreneurial program. The first thing he did was get a handle on entrepreneurial enterprises with an emphasis on small business development. He wants to try a cohort of students in the entrepreneurial program. On March 25 the 2011 Entrepreneur Expo will be held in the GH Commons area.

AGENDA ITEM VIII - Division/Department Reports

- A. Interim Dean of Instruction – Jeannie Monaghan reported priorities are on hiring faculty. There will be training for search committee members on how to conduct and manage a search. The Instructional Researcher position will be hired out of the Dean’s office. Chairs are focusing on budgets. Budget protocol will be distributed to the chairs on February 1 and budgets should be in place by the middle of February. Fourth quarter Dean’s report on assessment was submitted. We missed some deadlines due to the former Dean’s retirement. We are working with main campus focusing on general education assessment and will then begin working again on program

assessment. Met with the Navajo Nation Program for Self Reliance regarding the Human Services program. We are just completing the fourth cohort. The fifth cohort is in their last year. The sixth cohort will be beginning the spring semester. We discussed with them the budget changing the billing unit cost instead of tuition cost to cover additional tutoring and management for those programs. We have great enrollment and had very few courses that needed to be cut.

- B. Director Business Operations – Tony Major reported we are expecting about a \$1M budget reduction. If the mil levy does not pass there will be an additional \$700,000 reduction. We will have to make significant changes in the way we do business. We have the right people on the budget committee to make decisions regarding the budget.
- C. Sylvia Andrew reported for Student Services. Joan Green's time at UNMG ended on December 23. Sylvia is now leading Student Services. When we returned from the holidays, there was not a plan in place on how Lobo Days were going to be conducted the next day. A couple of emergency meetings were held to come up with a plan. One of the changes made was the bookstore and cashiers are staying open late along with Student Services to accommodate students. The enrollment process is very cumbersome for students. We developed a feedback form for the students to complete to rate and evaluate the process. We will be having a debriefing after the registration process is complete. She is inviting some people from main campus to come to observe our process to help us find all the gaps and assist in moving the process along. She will share this information with the Board.

Enrollment is up about 4% from fall. CTE students are not registered yet. We are offering 541 classes this semester and about one-fourth are now closed.

Dr. Kraft resigned effective December 31 and we are working on getting this position posted. She has been trying to do recruitment for the Student Services position. We need to expand our applicant pool and possibly look at using a head hunter to help fill some of our positions.

We need to have an orientation for adjunct faculty to address ADA issues, when students should drop classes and other issues. We are now participating in mobile alert for campus closures or emergencies on campus.

Sylvia reported she is doing way too much and needs someone to come in and help her. She leaves at 9 pm almost every night and is not making a dent in what needs to be done. She needs to be in so many different places that she needs somebody with a broad base in terms of knowledge about a campus and is knowledgeable about faculty, instruction, assessment and outcomes, program evaluation, academic budgeting, technology and faculty hiring processes. Someone to help, it would be nice if she could have somebody like that for at least three months. Sylvia is wearing so many hats and the workload is massive and she does not have anybody to help. The Student Services position is so critical, the ADA position is also. We need to look at the role of advising here. We have way too many students that have over 200 credits. The issue of remedial education needs to be addressed. We need to check our egos at the door because we have major challenges and need to work together. If we cannot do this, we are hurting the people we are here to help.

Jeannie Monaghan is wonderful to work with and brings such knowledge to the Dean's position. She is doing a wonderful job and we owe her a debt of gratitude for stepping up to the plate.

- D. Manger Physical Plant and Facilities – The Board asked about Flintco and the awarding of the contract for our current project. Ron Petranovich said the contract was bid twice per the request of purchasing at main campus. He was one of the committee reviewing the bid. There were at least six people on the committee. The Office of Capital Projects is managing the project. He reported the building is on schedule and we are happy with how they are working with us. All of our projects are underway and on schedule. The commons area has just been painted. The next major project is the renovation of the bookstore. The freezing of the boiler in Calvin Hall is covered by risk management so that will not be a drain on the budget.
- E. Manager IT Services – Jim Blackshear reported the initial meeting of the IT Planning Committee has been rescheduled for the first week of February. This is an important step for us. The CIO's office is bringing in the UNM IT Planner to help. The Committee will be mainly a committee that will be planning and working with all the constituents on campus so we understand where do we need to be need to be in terms or where we are going and where their jobs are going. This will dovetail very easily with what is happening on main campus and the other branches in regard to support.
- F. Human Services Manager – Sandra Allmond updated the hiring positions. Our applicant pool has been very small for some of our positions which have caused us to re-advertise positions. A number of personnel have notified they will need a medical leave-of-absence which has caused a lot of paperwork. The Board thanked Sandra for her reports and attending the meeting. Jeannie Monaghan will be taking the lead for faculty hiring.

- G. Nursing – Marji Campbell reported the program has been approved by the State Board of Nursing until 2015. She is still looking for someone to fill some of her faculty positions.
- H. Zuni Campus – Laura Moore reported the food handler's class had 16 in attendance. She is still looking for student clubs to sell food as projects. Zuni High School students visited the campus and met with the manager, advisor regarding financial aid and other college preparation. They also had a tour of the campus. They will return once a month beginning in February for various sessions covering Careers with a Purpose with Josh Lucio.

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. Cultural Comprehensive training was rescheduled until after February 17. This training was included in SB196 from the 49th Legislative Session. We are very excited about receiving this training.
 - ii. Sylvia has been appointed to the Community Development Leadership Committee.
- 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 due to salary savings. Revenues are above budget and where we were last year. This is a reflection of early student registration.
- B. Monthly Grants Update – Grants are doing well and are on track. Very little has been lost. The larger grants are multi-year with several years still to go. We are concerned about the Nursing enhancement grant due to state-of-the-state.
- C. Board Goals and Objectives – Tabled to be discussed at the retreat.
- D. Retreat Location and Date – February 2 at 6 pm at Theresa Dowling's.

AGENDA ITEM XI - New Business

None

AGENDA ITEM XII - Additional Items Placed on the Agenda

There was a discussion of the Gallup Independent article regarding the threatening letter to Student Senate President. It is a very unfortunate situation and must be taken seriously. The changes the students have asked for are what we should be offering to them. We need to offer a healthy and safe environment for our staff, students and faculty. There are clicks on this campus and a lot of leaks. Faculty division must be stopped. Staff and students are afraid to speak to the powers that be. We need to investigate the letter for forensic evidence. The time has come for us to say this is enough. There is a handful taking this illegal action.

AGENDA ITEM XIII - Adjourn for Executive Session

Motion was made by Gloria Skeet deCruz to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 8:40 PM.

AGENDA ITEM XIV – Executive Session

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

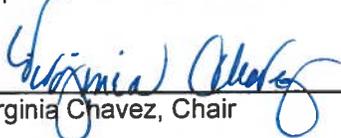
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Theresa Dowling. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 9:51 PM.

Upon reconvening the regular meeting of the Local Board, Gloria Skeet deCruz instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the 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 Gloria Skeet deCruz. Motion was approved with unanimous roll call vote at 9:52 PM.



 Virginia Chavez, Chair



 Gloria Skeet deCruz, Secretary

Christy Butler
 Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, February 16, 2011
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Marji Campbell, Chair and Director of Nursing
Jeannie Monaghan, Interim Dean of Instruction	Laura Moore, Manager Zuni
Tony Major, Director Business Operations	Chris Chavez, Faculty, Construction Tech
Ron Petranovich, Facilities Manager	Edwin J. Begay, Newly Elected Board Member
Jim Blackshear, Manager IT Services	Christy Butler, Executive Assistant
Sandra Allmond, Human Resources Manager	

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

Chair, Virginia Chavez called the February 16, 2011 meeting of the UNM-Gallup Local Board to order at 6:13 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Edwin J. Begay, Newly Elected Board Member
Chris Chavez, Faculty Construction Tech, Applied Tech Department

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the January 19, 2011 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 19, 2011 UNM-Gallup Local Board Minutes as presented, seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Chris Chavez reported last year the UNMG campus started a Sustainability Committee under the direction of Dr. Schmidly. We are required to develop a Climate Action Plan. The Committee is in the process of working on defining our carbon footprint for the campus and developing a plan to reduce that footprint. Our footprint is mainly from student commuting, electric and gas usage. We are about 70-80% complete in writing our Climate Action Plan. Faculty met last month and came up with a list of what they could do to support sustainability on campus (block classes, weekend classes scheduled in one building). Construction Tech is processing biodiesel from grease/ oil waste from three restaurants in town. Faculty are working together to develop some honors classes with an environmental concentration focus.

We do not have a grant writer so we are looking to partner with community grant writers and apply for grants to help us to implement changes. We are in our third semester of approved green construction classes. We have a partnership with TAOS who has just placed twelve students in the green construction class. They are considering purchasing some of the green materials needed for class projects on campus. Construction Tech is working on writing a DOL grant.

The Board commended Chris for chairing the Sustainability Task Force and focusing the Construction Tech Program on green construction.

AGENDA ITEM VIII - Division/Department Reports

- A. Interim Dean of Instruction – Jeannie Monaghan reported CCTE has been working with academics. In 2011 fall semester two programs will be funded 100% by CCTE funds, Auto Tech and Health Careers with morning and afternoon classes scheduled. This will make Auto Tech eligible to become a certified program. CCTE may be funding some Business classes for CCTE students enrolling in Entrepreneurship.

Dual enrollment was not supported this year because the home schools had some confusion and we have been reorganizing dual enrollment. We are working on the contract from the departments with the home schools to start Dual Enrollment in fall 2011.

As you know, we have been discussing reorganization. We have been looking at what is necessary to move forward on our campus, making changes to the budget and looking at long

term viability. We have asked all of the chairs to go back to their departments and begin working with faculty to outline those courses that are part of curriculum so that faculty is only teaching core courses or those that are part of programs. At the chairs meeting on Friday, Jeannie circled all of the courses in the schedule that are part of the core or required for a program. She will be working with the full-time faculty to make sure they are teaching the courses from the list. Part of the reason she wanted this done was because we have a number of faculty who are teaching electives that are not part of the student check off sheet. Therefore, we have numbers of students that are completing more and more electives and not the courses needed to get their degree or certificate and it affects student financial aid. This action will also help rein in the costs of part-time faculty.

To help us move along with reorganization, we have asked all of the chairs to step back into full-time faculty positions beginning in the fall. We plan on having four visiting chairs fill positions so we are incorporating departments together. These individuals will come from faculty ranks, served as a chair or dean, and are knowledgeable on budgets and scheduling. They should be able to make assessments within the areas so we can determine what programs are viable and what programs we need to consider as we move on and change within our budget. We are working on bringing in those individuals to help with the reorganization. The discussion that came out of the Council of Chairs was who these people are and how we are going to pay these individuals. Since we have not identified these individuals, we are looking at what are the characteristics of these individuals. They will be coming from faculty ranks and therefore understand the dynamics of faculty. We are talking about three individuals and right now we have eleven chairs. When we look at the greater number, we see some departments have eight or nine full-time faculty while other departments only have three or four full-time faculty and we need to look at this for cost effectiveness. We had encouraged the chairs to begin to work together and that was being limited because of the need for a strategic plan and other areas they felt was necessary to move forward. The chairs do serve at the pleasure of the Dean so it was decided this was the best move at this time. What we hope to do is look at the money from the fund balance and be able to have these individuals step in for at least a year while the campus moves along with the changes. This will be presented to the Faculty Senate on Friday. This presentation was followed by Board discussion.

- B. Director Business Operations – Tony Major reported the mil levy passed. He commended Ron Petranovich and his crews for their outstanding performance in snow removal during the winter snow. Grants are moving right along. MOU with the Navajo Nation is complete. Bookstore had a great spring.
- C. Acting Student Services Director – Sylvia Andrew reported she is also functioning as the ADA coordinator seeing the faculty get the letters for student needs. We are getting more veterans as students. Joan Green did the annual report for Student Services. We need to look at the appeals process for financial aid. Several are coming from main campus in March to look at our processes' in Student Services to see how we can improve our processes'.
- D. Manger Physical Plant and Facilities – Ron Petranovich reported the facilities committee is up and running. It has been a tough month; we had \$20,000 damage to boilers. We are still on schedule for the new building. Facilities have now assumed the key process formerly done by Campus Safety. Within the next few months the campus will be re-keyed. Backfill is being done by UNMA PPD. The painting of Gurley Hall commons area is complete. The bookstore renovation committee has been meeting.
- E. Manager IT Services – Jim Blackshear reported the IT planning meeting was postponed due to the weather and will start meeting in March; the completion date has not changed. We will need to replace 110 lab computers and about 120 computers to install Windows7 upgrade before the end of the summer.
- F. Human Services Manager – Sandra Allmond updated the hiring positions. We will be hiring an Interim Director of Student Services as well as and Interim Special Student Services Manager to relieve Dr. Andrew of these positions. We have had small applicant pools and we are working on recruitment. OEO came to UNMG and gave a chair, faculty and staff a workshops.
- G. Nursing – Marji Campbell reported the Nursing Department had an open house for nursing. ATI representative was here to work with students. We are very excited that two of our faculty have been chosen for the BSN to PhD program at UNM. We are hoping to host a nursing conference for simulation this summer.
- H. Zuni Campus – Laura Moore reported there is a free pottery class being offered for students and community at the Zuni campus in the art room. Extended University was here this week to meet with students. Many of the courses offered closed early so we believe we had good enrollment. She is still trying to have student clubs sell food on 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. There were no questions from the Board on her written report.
- 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 and on target for our revenues. We are not anticipating another budget rescission. Budget Committee is working very industriously. He should have tuition and fees to present to the Board at the next meeting. Tuition and Fees have to be presented to the Regents on April 8.
- B. Monthly Grants Update – Grants are doing well and are on track. We have concern about the nursing enhancement grant for next year. NSF grant is in the planning stages right now and will begin expenditures in the fall semester.
- C. Retreat Location and Date – The retreat will be held on March 9 or 16 at Theresa Dowling's. Christy Butler will confirm the date and inform the Board.

AGENDA ITEM XI - New Business

None

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 Gloria deCruz. Motion was approved by unanimous roll call vote at 8:43 PM.

AGENDA ITEM XIV - Executive Session

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

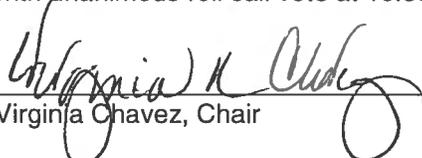
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Gloria deCruz. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 10:55 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 XVI - Adjournment

Motion was made by Gloria deCruz to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 10:55 PM.



Virginia Chavez, Chair

Christy Butler
Executive Assistant



June Shack, Secretary

UNM-GALLUP LOCAL BOARD RETREAT MINUTES

Wednesday, March 9, 2011
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..... A
June Shack..... P

UNM-GALLUP STAFF & COMMUNITY

Sylvia Andrew, Executive Director

Ara Green, Administrative Assistant III

Chair, Virginia Chavez called the retreat meeting of the UNM-Gallup Local Board to order at 7:31 pm. A quorum was present.

Update Internal Audit

- Manu Patel, Director UNM Internal Audit
 - Will attend March 23 Board meeting to discuss audit findings
 - Board will meet in executive session without Executive Director in attendance
 - Scope of work was so large, hired a separate auditing firm to supplement
 - Final report will be on UNM Website and given to the Board of Regents
 - Final report will be ready in April

Budget

- Board used to get minimal amount of information on budgets
 - Board requested more time to go over budget before approving
 - Receive budget expenses; would like to see revenues
 - With each new Director, getting more information
- Board expressed concerns about
 - Accuracy of budget reports
 - Budget requests should be based on departmental need
 - Board supports efforts in looking at internal funds and lack of information being received
 - Suggested we bring in someone from outside UNM-G to facilitate a Board retreat
 - Executive Director will look into finding someone
- Course fees are internal and are attached to courses
- Utilities and custodial have not been considered for the new building
 - ARRA money is going away
 - We cannot do an analysis of utility usage by building
 - Have talked about centralizing classes in one building to have better utility usage
- State may cut remedial classes
- For faculty we need to look for
 - What works, what doesn't, how we select faculty, How we compensate them
- Next year Executive Director will look at every department not just instruction
 - Administration should be very lean
 - With Dean and Director of Student Services vacant Board thinks it is already lean
 - Business Operations, HR, Executive Director Office will be scrutinized

Student Services

- The Executive Director has been doing the Director of Student Services job and Disability Services
 - She was meeting with all the students
 - Received permission from main campus to hire someone until the position is filled permanently
- Zeke Garcia is a non-competitive hire as Acting Student Services Director
 - Has been in charge of Student Services for many, many years
 - He has 30 years experience at a community college
 - Regular staff meetings are scheduled
- Carmen Brown, UNM VP for Enrollment Management, her Financial Aid Director and the person who does Registration Enrollment Management were on campus March 3 & 4
 - They identified we need help in customer service
- NM Childcare licensing will be at campus this week due to series of complaints
 - Elena Aguirre, Director of Children's Campus in Albuquerque will come over to meet with state licensing and Zeke
 - Zeke will address all Child Care matters
 - The issues at the Child Care Center have been long standing
 - We may have no choice but to close it down

- If we cannot provide good care for the children and their safety
- That is the worst case scenario
- o We are going to try and develop a partnership to address these issues once and for all
- o 83 children are enrolled at Child Care
- o We have acting Director of Child Care now
 - The pool is not very strong for candidates
 - Current Acting Director is not eligible for position
- o Linda Thornton is chairing the Director of Student Services search

Dean of Instruction

- Dean of Instruction search has a small pool at this time
 - o Deadline is March 23 and is posted on the website
 - o Executive Director will be more active in reaching out to people to apply for position
 - o Letters will go out to every Chief Academic Officer
- Looked at website, all of UNM-G jobs are posted for UNM-A
 - o Glitch in system controlled by Albuquerque
 - o Board made recommendation that this be changed

Review UNM Visit to UNMG and Zuni Campuses – Virginia Chavez

- Was the last visit to UNMG and Zuni unannounced?
 - o We knew they were coming, but no one knew the agenda
 - o Worked with Christy Butler on the scheduling
- Has UNM-A prepared preliminary exit report?
 - o Executive Director to ask them for an exit report from last visit from main campus

Reports & Expenses

- Did Michelle Detry have a report from 2008 – 2009?
 - o Board never received a report
 - Report may have been received by Richard Holder
 - Sylvia Andrew will ask Michelle Detry if she prepared report
 - o After Sylvia signed on dotted line she found out about these issues
- Barry Cooney sent in a report
 - o Executive Director has not opened the report
 - o Board requested a breakdown of Barry Cooney's expenses

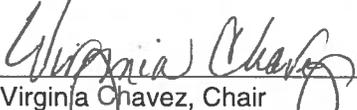
Board Goals & Objectives

- Board goal and objective is to get campus running the way it should be
 - o Board decided to make their goals the same as the campus goals
 - Board should not have separate goals
 - Hard to set goals when so much at campus needs to be addressed
 - Goals of the Executive Director are supported by the Board
- Discussion will take place at next meeting
- Chronicle of Higher Education "Best College to Work For"
 - o UNMG could be the first to achieve since no New Mexico institution has ever been on the list
 - Very positive for campus as very few community colleges make the list
 - Help with recruitment
 - Source of pride for employees
 - Cannot buy the type of press this would create
 - If we do not make the list this year, maybe next year or the next
 - Results will be available around June
 - o Faculty and Staff will receive a link on March 21st to complete survey
 - If the results come back bad and UNMG is a bad place to work
 - We need to put it back on faculty and staff
 - If everyone is miserable then why are they still here
 - How can we tell students this is a good place to learn if everyone is miserable and unhappy?

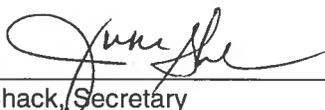
Board Education

- Board Education deleted for next meeting due to meeting schedule
- Board members will bring suggestions to the next meeting for discussion

Meeting was adjourned at 8:58 PM.



 Virginia Chavez, Chair



 June Shack, Secretary

Ara Green, Administrative Assistant III

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, March 23, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Edwin Begay	P
Virginia Chavez	P
Gloria Skeet deCruz	P
Theresa Dowling	P
June Shack	P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Jim Blackshear, Manager IT Services
Jeannie Monaghan, Interim Dean of Instruction	Sandra Allmond, Human Resources Manager
Tony Major, Director Business Operations	Marji Campbell, Chair and Director of Nursing
Zeke Garcia, Acting Director Student Services	Cassandra Morgan, Student Sen. Vice President
Ron Petranovich, Facilities Manager	Christy Butler, Executive Assistant

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

Chair, Virginia Chavez called the March 23, 2011 meeting of the UNM-Gallup Local Board to order at 6:35 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Judy John and Cynthia Chavez, Sports Equipment Attendants at the UNMG Gym, distributed a letter to the Board in response to comments regarding the Gym in the January 21, 2011 Student Senate Minutes that were included in the February 16, 2011 Board Reports.

AGENDA ITEM IV - Introductions/Announcements

Judge Henrietta Soland, McKinley County Magistrate Court
Zeke Garcia, Acting Director Student Services

AGENDA ITEM V – Oath of Office

- A. Edwin J. Begay, Position 1,
- B. Virginia Chavez, Position 4, and
- C. Theresa Dowling, Position 5 were administered the Oath of Office by Judge Henrietta Soland.

AGENDA ITEM VI - Approval of Agenda

Motion made by Theresa Dowling to approve the March 23, 2011 UNM-Gallup Local Board Agenda as presented. Motion seconded by Ed Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VII - Board Business

Motion made by June Shack to approve the February 16, 2011 UNM-Gallup Local Board Minutes as corrected, Agenda Item VIII, D. change Manger to Manager. Motion seconded by Theresa Dowling. Motion approved by roll call vote with Ed Begay abstaining.

Motion made by Theresa Dowling to approve the March 9, 2011 UNM-Gallup Local Board Retreat Minutes as presented, seconded by June Shack. Motion approved by roll call vote with Ed Begay abstaining.

AGENDA ITEM VIII - Division/Department Reports

- A. Interim Dean of Instruction – Jeannie Monaghan reported there have been some changes with faculty and staff hiring so we can get a longer posting time. Many of the positions will be hired in the fall. The Dean’s office is moving forward on the following positions: library director, design and digital media faculty and the coordinator for dental assisting program. The spring schedule is in its second draft, which will allow students to begin registration in April. The budget has been submitted.
- B. Director Business Operations – Tony Major remarked on reviewing the minutes from the retreat that utilities and custodians had not been considered. They have been included in the facilities budget. The Board has requested more time to review the budget. Tony let the Board know he is available when the Board would like to meet and go over the budget with them anytime during the first week or two of April. The Board will have a budget work session on Thursday, April 14, 2011 at 6 pm in the DCR with Tony Major leading the training.
- C. Acting Student Services Director – Zeke Garcia outlined what he has been working on since he arrived.
 - i. Working on the Student Services website
 - ii. First annual Child Care Graduation celebration with caps and gowns, no date has been set
 - iii. Graduation is May 13
 - iv. Working on updating and publishing the map of the campus
 - v. Audit on all the vehicles with campus safety

- vi. Checking on all equipment with Campus Police to be sure their lines of communication are open at all times in case of emergency
- vii. Updating the student handbook; modeling it after the student planner used at UNM
- viii. Planning a rededication of Student Services for staff

Gloria deCruz arrived at 7:30 pm.

- ix. The social services handbook should be completed by the end of next week
 - x. Developing a scholarship handbook giving information on each scholarship and application process for students, should be complete within the next couple of weeks
 - xi. Sending a letter out to all high schools for students with a 2.5 GPA or higher for the fall semester regarding the Lottery Scholarship
 - xii. Sending a letter to any student with 50 credits or more to meet with their advisor
 - xiii. Dean's List celebration, would like to have a ceremony and publish list in the paper
 - xiv. ADA is being changed to Accessibility Resource Center to use the same language as UNMA to keep a transparent process for our students
 - xv. Will be working with Facilities Committee regarding the parking situation
- D. Manger Physical Plant and Facilities – Ron Petranovich reported everything scheduled for completion during spring break has been accomplished. The Board commended Ron on his good work in keeping the campus in good shape.
- E. Manager IT Services – The Board asked about UNMG IT compatibility with UNMA. Most of our administrative systems i.e. purchasing, payroll, student registration, student services and the software the business office uses are because we use their systems. We pay for this with the Banner Tax. All of our other systems have, in the past, been independent of them because management did not want to be Albuquerque they wanted to be separate. There are changes both here and at main campus that are allowing us to merge much more closely. As a result of our IT Strategic Plan we will be aligned much more with main campus. There will be new systems available to us that we have not had available to us that will be coming from main campus, i.e. work order systems for facilities and IT. As part of the strategic process, we will have a good cost estimate for what changes in the IT area need as well as assistance in securing funding they will point us to grants and possible donations.
- F. Human Services Manager – Sandra Allmond provided update on hiring. No regular staff hires have been made since February. Priority staff positions have been posted. She has been working on clarification of where Gallup is in position postings.
- G. Nursing – Marji Campbell reported the two students that were going to Salt Lake City for a conference in April are not going. The temporary advisor hire has fallen through. The New Mexico Center for Nursing Excellence offers Nightingale Scholarships and one of our students has received a scholarship.
- H. Student Senate - Cassandra Morgan spoke on Student Senate and their clubs. On April 2nd they will have the Annual International Festival which was very successful last year. Several Senators are going to Atlanta for a leadership conference.

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. Dr. Andrew called the Boards attention to the internal audit responsibility report. The Board requested the completion date be the only information included in the cell and that they receive a monthly report. They would also like to receive the final report from the auditors when completed. The actual reports are located on the UNM Internal Audit website.
 - ii. The Board requested a copy of the updated safety report.
- B. Other items may be reported
 - i. None

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported everything looks good as the fiscal year winds down. The Budget Committee has been working very diligently. Budget hearings started this week. He will be attending the budget summit at main campus next week.
- B. Monthly Grants Update – Grants are doing well and are on track. There are a number of grants in process and we are very hopeful there will be successful outcomes on these new grants submissions.
- C. Board Goals & Objectives – The Board will use the campus goals as their goals.
- D. Board Education – topics to be discussed at future board meetings
 - Budget work session
 - Teaching Excellence
 - IT Strategic Plan

AGENDA ITEM XI - New Business

A. Election 2011-2012 Board Officers

- i. Chair, Virginia Chavez opened the floor for nominations for Chair. Gloria deCruz nominated Virginia Chavez with Virginia declining the nomination. June Shack nominated Theresa Dowling. Gloria deCruz moved to close nominations seconded by Ed Begay. Theresa Dowling accepted the nomination. By unanimous roll call vote Theresa Dowling was elected as Chair of the Local Board.
- ii. Chair, Theresa Dowling opened the floor for nominations for Vice Chair. June Shack nominated Virginia Chavez. Virginia Chavez accepted the nomination. Motion was made by Gloria deCruz to close nominations seconded by Ed Begay. By unanimous roll call vote Virginia Chavez was elected as elected as Vice Chair.
- iii. Chair, Theresa Dowling opened the floor for nominations for Secretary. Virginia Chavez nominated June Shack with June accepting the nomination. Motion was made by Gloria deCruz to close nominations seconded by Ed Begay. By unanimous roll call vote June Shack was elected as Secretary.

- B. Board Approval of Tuition & Fees for FY 2012 – Tony Major offered a PowerPoint presentation on tuition and fees for fiscal 2012. Zeke Garcia distributed a handout on how an increase in tuition and fees would affect student financial aid. After discussion by the Board, Virginia Chavez moved to approve fiscal 2012 tuition and fees by increasing resident tuition 9.5% to \$60.60 per credit hour, increasing non-resident tuition 15% to \$160.60 per credit hour, increasing student fees to \$10.40 per credit hour for both resident and non-resident, which will make resident tuition and fees total \$71.00 per credit hour and non-resident tuition and fees total \$171.00 per credit hour. Motion seconded by June Shack. Motion approved by unanimous roll call vote at 9:04 PM.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIII - Adjourn for Executive Session

Motion 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 deCruz. Motion approved by unanimous roll call vote at 9:06 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 to Open Meeting from Executive Session was made by June Shack. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote at 10:20 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 made by Ed Begay to adjourn. Motion seconded by June Shack. Motion approved by unanimous roll call vote at 10:21 PM.



Theresa Dowling, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM-GALLUP LOCAL BOARD BUDGET WORK SESSION MINUTES

Thursday, April 14, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF & COMMUNITY

Sylvia Andrew, Executive Director
Tony Major, Director Business Operations
Ron Petranovich, Facilities Manager
Jim Blackshear, Manager IT Services
Christy Butler, Executive Assistant

Vice Chair, Virginia Chavez called the budget work session of the UNM-Gallup Local Board to order at 6:11 pm. A quorum was present.

The work session began with Tony Major asking the Board for the work session to be a two-way conversation. He informed the Board that the Regents approved UNM-G's tuition and fees increase.

Tony distributed a handout giving the budget timeline, background, preparation, process, hearings, the budget committee process and budget submission.

UNM-G's major sources of funding are tuition, day care, bookstore, student fees, state funding course fees, community education and motor pool. Our budget is expected to be approximately \$15,079,000 after mandatory transfers. The majority of the budget is academic.

The Board would like to see detail on the unrestricted funds.

The regular meeting of the Board is April 20 in Zuni and the meeting time is changed to 5:00 PM. If there is not quorum for the April 20 meeting the next dates available for the Board to meet are April 28 or 29.

The Board thanked Tony Major for his services to UNM-G.

Meeting adjourned at 7:35 PM.



Virginia Chavez, Vice Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, April 20, 2011
Five O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Marji Campbell, Chair and Director of Nursing
Jeannie Monaghan, Interim Dean of Instruction	Laura Moore, Manager Zuni
Zeke Garcia, Acting Director Student Services	Coleen Arviso, BMT Faculty
Patty Holland, Supervisor Fiscal Services	Marie Arviso, Community
Ron Petranovich, Facilities Manager	Christy Butler, Executive Assistant
Sandra Allmond, Human Resources Manager	

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

Chair, Theresa Dowling called the April 20, 2011 meeting of the UNM-Gallup Local Board to order at 5:25 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Coleen Arviso, BMT Faculty

AGENDA ITEM V - Approval of Agenda

Motion made by Gloria Skeet deCruz to approve the April 20, 2011 UNM-Gallup Local Board Agenda. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion made by Virginia Chavez to approve the March 23, 2011 UNM-Gallup Local Board Minutes as presented, seconded by June Shack. Motion approved by unanimous roll call vote.

Motion made by Gloria Skeet deCruz to approve the April 14, 2011 UNM-Gallup Local Board Work Session Minutes as presented, seconded by Virginia Chavez. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Board Education

Coleen Arviso presented the Teaching Excellence Committee report approved at the last Faculty Senate meeting. Trainings will be drawn from this document for the next year. The Committee enjoyed compiling the information for the report. The Board commended the Committee for their hard work.

AGENDA ITEM VIII - Division/Department Reports

- A. Interim Dean of Instruction – Jeannie Monaghan reported the Deans position did not have a successful search. Dr. Andrew has received approval to work with The Registry for College and University Presidents so we have four individuals coming to campus on May 4 to see the campus and meet everyone.
- B. Supervisor Fiscal Services – The Board asked Patty Holland about the ABE and other grants that have been received. Ann Jarvis will be the PI for the ABE grant.
- C. Manager Physical Plant and Facilities – The Board had questions on the safety report regarding south campus. Ron Petranovich will have the responses incorporated in next months report.
- D. Human Services Manager – Sandra Allmond updated the hiring positions. In the process of filing the Director of Business Operations job posting. Director of Student Services committee is conducting telephone interviews. Bookstore manager has been selected with a start date of May 2. SBDC position is on hold due to budget cuts. Phone interviews have been completed for the Child Care Manager. TRiO Ed Specialist will start April 25. Special Student Services Manager committee has completed phone interviews. There is a hold up with the ABE Program Manager interviews. Due to budgeting the Financial Aid Advisor is on hold.

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. Sylvia Andrew will send an email to the Board on the Deans Search.
- B. Other items may be reported
 - i. None

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Patty Holland stated this report gives one piece of what happens at UNMG financially. Property tax is due in May so the report shows we are below average. She would like to revamp the report to include the bookstore after this fiscal year. Everything is going well.
- B. Monthly Grants Update – Patty Holland reported grants are doing well and are on track. We are working on the hiring process for grants. She would like to put a threshold on grant applications that are too small to be economically feasible. Patty will investigate and bring information to the Board at a later meeting.

AGENDA ITEM XI - New Business

Budget Approval FY 2012 – The budget was presented by Patty Holland. After discussion, June Shack moved to approve the FY 2012 budget. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote. The Board and Dr. Andrew thanked Patty and her staff for their hard work on the budget.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIII - Adjournment

Motion made by Virginia Chavez to adjourn. Motion seconded by June Shack. Motion approved with unanimous roll call vote at 6:40 PM.



Theresa Dowling, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, May 18, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Edwin Begay P
Virginia Chavez P
Gloria Skeet deCruz P
Theresa Dowling P
June Shack P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director
Zeke Garcia, Acting Director Student Services
Patty Holland, Supervisor Fiscal Services
Ron Petranovich, Facilities Manager
Jim Blackshear, Manager ITS
Sandra Allmond, Human Resources Manager
Marji Campbell, Director of Nursing
Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the May 18, 2011 meeting of the UNM-Gallup Local Board to order at 6:12 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion made by Ed Begay to approve the May 18, 2011 UNM-Gallup Local Board Agenda with the addition. Motion seconded by June Shack. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion made by June Shack to approve the April 20, 2011 UNM-Gallup Local Board Minutes as presented, seconded by Virginia Chavez. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Board Education

The draft IT Strategic Plan was presented by Jim Blackshear. In April, in conjunction with UNM Central IT, we went through an intensive strategic process and ended up with five major goals. The goals are what the campus feels ITS should be delivering: our role in the community, what our network looks like, how instructional technologies will be supported, and how technical support will be provided. The services delivered will be incorporated into a Service Catalog which will be broken down into three categories. During the strategic process, we received a multitude of requests from the focus groups, individual interviews and committee brainstorming for services that are not now provided. We will be going through the list and breaking the list of services into three categories. The first category is: Services we can provide at no cost which will be core services. The second category is: Service provided but very resource intensive and the department or group will have to pay for it.

Gloria deCruz arrived 6:17 pm.

The third category: Services we would like to provide but there is no way can we provide them in the near future. These requests will be left on the list and in the future when we have the ability to provide them the request will be moved into one of the other two categories. Getting the service catalog in place is the first step before we can begin on the other four goals. Once the draft service catalog is complete it will be vetted in the same process the IT Strategic Plan has been through the Technology Committee, Faculty, Staff and Student Senates, and the Management Team. As major milestones are met, Jim Blacksher will present them to the Board.

AGENDA ITEM VIII - Division/Department Reports

- A. Manager Physical Plant and Facilities – Ron Petranovich reported on the new building. We are being told they are on track for substantial completion July 1. There is still lots of work to be done. The Board requested a tour at the beginning of the next meeting.
- B. Student Senate – The Board had a question regarding the police department approaching the Student Senate about them purchasing equipment for the police department.

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. Sylvia Andrew stated the ACCT will be facilitating the Board Retreat scheduled for August 12. The Board decided it will be held in the DCR from 8:30 am to 4:30 pm. The first thirty minutes of the retreat will address the summer retreat requirements per the By Laws.

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

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Patty Holland reported everything is going well and meeting expectations. The new financial update format will start at the beginning of the new fiscal year. We should have some roll over to put into the fund balance that will help cover some of the shortfall in next year's budget.
- B. Monthly Grants Update – Patty Holland reported grants are doing well and are on track. Carl Perkins and ABE may be returning some funds.

AGENDA ITEM XI - New Business

None

AGENDA ITEM XII - Additional Items Placed on the Agenda

Discuss Changing June 15 Meeting Date – Due to the June 16 Internal Audit report to the Regents, the Board decided to move the meeting from Zuni to Gallup on either June 22, 23 or 29 so the Internal Auditor can make the report to the Board after the Regents presentation. Dr. Andrew will check with the Auditor to see which date he is available.

AGENDA ITEM XIII - Adjourn for Executive Session

Motion 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 Virginia Chavez. Motion approved by unanimous roll call vote at 6:45 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 to Open Meeting from Executive Session was made by Virginia Chavez. Motion seconded by Ed Begay. Motion approved by unanimous roll call vote at 8:35 PM.

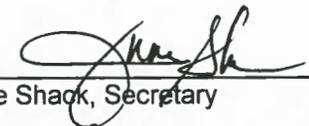
Upon reconvening the regular meeting of the Local Board, June Shack instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNM-G Local Board informed of the status of these issues.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

AGENDA ITEM XVI - Adjournment

Motion made by Virginia Chavez to adjourn. Motion seconded by Gloria deCruz. Motion approved with unanimous roll call vote at 8:36 PM.



Theresa Dowling, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, June 29, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Edwin J. Begay	P
Virginia Chavez.....	P
Gloria Skeet deCruz.....	A
Theresa Dowling	P
June Shack	A

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Linda Thornton, Sr. Public Relations Representative
Neal Mangham, Dean of Instruction	Ester Rodriguez, Custodian, Staff Senate Sec.
Zeke Garcia, Interim Director Student Services	Garry Platero, Custodian
Patty Holland, Supervisor Fiscal Services/ Acting Director Business Operations	Manu Patel, Director, UNM Internal Audit
Ron Petranovich, Facilities Manager	Lola Neudecker, Internal Auditor 3
Jim Blackshear, Manager ITS	Bill Cottrell, Internal Auditor 3
Marji Campbell, Director of Nursing	Representative Patty Lundstrom, District 9
Chuck Bills, Interim Bookstore Manager	Priscilla Smith, Public
Loretta Gonzales, MLT Faculty	Tom Hartsock, Reporter Town Talk
Lorraine Aguayo, Cosmetology Faculty	Babette Herrmann, Reporter Gallup Independent
	Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the June 29, 2011 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

Manu Patel, Director UNM Internal Audit	Chuck Bills, Interim Bookstore Manager
Lola Neudecker, Internal Auditor 3	Representative Patty Lundstrom
Bill Cottrell, Internal Auditor 3	Ester Rodriguez, Staff Senate Secretary
Neal Mangham, Dean of Instruction	

AGENDA ITEM V - Approval of Agenda

Motion made by Ed Begay to approve the June 29, 2011 UNM-Gallup Local Board Agenda as presented. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote.

Theresa Dowling appointed Ed Begay as Secretary.

AGENDA ITEM VI - Board Business

Motion made by Virginia Chavez to approve the May 18, 2011 UNM-Gallup Local Board Minutes as presented, seconded by Ed Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Presentation

Chair, Theresa Dowling, presented Jeannie Monaghan a retirement gift from the Board for her years of service to UNM Gallup.

AGENDA ITEM VIII – Internal Audit

- A. Internal Audit Report 2011-06 - Manu Patel submitted to the Board the Business Operations, Bookstore Internal Audit Report 2011-06 dated April 8, 2011. He reviewed the report and answered the Board's questions. The public was allowed to ask questions and make comments.
- B. Bookstore Update – Chuck Bills has been managing the bookstore and making changes. Most of the problems in the bookstore are lack of leadership. His report was given in writing to the Board.

AGENDA ITEM IX – Board Education

The Board toured the Student Services/ Technology Building prior to the meeting.

AGENDA ITEM X - Division/Department Reports

The departmental reports were presented in written form. The Board did not have any questions.

AGENDA ITEM XI - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. Audit Report 2009-17 Update - The two remaining recommendations are in process.
- B. Other items may be reported
 - i. None

AGENDA ITEM XII - Old Business

- A. Monthly Financial Update – Patty Holland reported we have received more from the County mil levy funding than was budgeted.
- B. Monthly Grants Update – Patty Holland reported there are two grants where some funding will be returned.

AGENDA ITEM XIII - New Business

Request for Budget Adjustment Request (BAR) Approval FY 2012 – Patty Holland presented to the Board the BAR to fund the four division chairs for \$100,000 and the AV package of \$202,000 for the student services/ tech building for a total of \$302,000 to be taken from fund balance. Jim Blackshear and Ron Petranovich spoke on why the funding was not available from capital dollars. Virginia Chavez made motion to approve the BAR as presented. Motion seconded by Ed Begay. Motion approved by unanimous roll call vote at 7:28 PM.

AGENDA ITEM XIV - Additional Items Placed on the Agenda
None

AGENDA ITEM XV - Adjourn for Executive Session

Motion made by Virginia Chavez to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978. Discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Ed Begay. Motion approved by unanimous roll call vote at 7:29 PM.

AGENDA ITEM XVI - Executive Session

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

AGENDA ITEM XVII - Reconvene from Executive Session

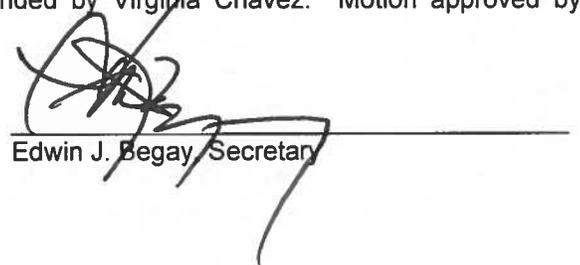
Motion to reconvene to Open Meeting from Executive Session was made by Virginia Chavez. Motion seconded by Ed Begay. Motion approved by unanimous roll call vote at 8:17 PM.

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

AGENDA ITEM XVIII - Adjournment

Motion made by Ed Begay to adjourn. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote at 8:18 PM.


Theresa Dowling, Chair


Edwin J. Begay, Secretary

Christy Butler
Executive Assistant

UNM Gallup Local Advisory Board Retreat

UNM Gallup Director's Conference Room

August 12, 2011

UNM Gallup Local Board

Edwin Begay, Present

Virginia Chavez, Present

Gloria Skeet deCruz, Present

Theresa Dowling, Present

June Shack, Present

UNM Gallup Staff

Sylvia Andrew, Executive Director, Present

The board reviewed the 2011-2012 Board Meeting Schedule and Retreat dates followed by a review of the Local Board Code of Ethics. Dr. Narcisa Polonio, Vice President, Association of Community College Trustees (ACCT), introduced herself, spoke about ACCT's long history of working with Boards of Trustees, and the consultation services that are available to ACCT members. She indicated that the meeting was an open meeting retreat and the door was left open should any of the public want to attend. The UNM Gallup Executive Director, Sylvia Andrew, was asked to serve as secretary and take minutes.

In preparation for the retreat, ACCT interviewed each board member and reviewed the current 2009 Operating Agreement between the Board of Regents of UNM and the UNM Gallup Local Advisory Board. She spoke about the unique aspects of the role of the local board and noted similarities with other Universities such as the University of Virginia, the University of Texas at Brownsville, Kent State, Penn State, and Purdue. However, unlike these other institutions, the Local Advisory Board has taxing authority and shared governance responsibilities. The "Advisory" description of the board does not accurately reflect the role and responsibilities of the board because it is not merely advisory. She spoke about the areas in which the local board has authority and the areas in which the local board has "shared authority" with the UNM Board of Regents.

The 2009 Operating Agreement lists areas in which the board has shared authority and responsibilities to the Board of Regents. It is important to have an understanding of the intent of the Operating Agreement and to examine the following issues:

- Need to spend time focusing on the interpretation of the Operating Agreement
- Clarifying roles and responsibilities
- Is the local board doing what "we are supposed to be doing"
- How does the board work together and what is their relationship with the Board of Regents

Dr. Polonio asked the board to participate in a “visual exercise” by asking each board member to illustrate their working relationship with each other and what they would like their relationships to be. The board members agreed that they have a solid working relationship with each other and see themselves as “equals”. Each board member is elected to represent their constituents from their respective areas and this is an additional responsibility they share with each other.

Dr. Polonio’s review of the Operating Agreement focused on three areas:

- Specific Duties
- Responsibilities to the Board of Regents
- Responsibilities of the Local Board

She asked each board member to complete a matrix (see attached “matrix”) and respond to (1) how is each board member exercising these responsibilities and (2) is there a need to adjust? A discussion followed on “How are you exercising these responsibilities?” and the board agreed that they are not exercising their responsibilities in all areas and identified the need for the following resources: (1) clarification of the term “advisory”—according to the Operating Agreement, the local board is “advisory” in all matters; (2) training in Roberts Rules of Order; (3) who does the board defer legal questions to at UNM-Albuquerque; and (4) how could the agenda be modified to ensure that the board maintains order and adheres to the open meetings act (see attached “UNM-Gallup Local Board Agenda” and “UNM Gallup Local Board Proposed New Format/Agenda”).

After further discussion, the board identified the following priorities:

1. Conduct an evaluation of the Executive Director and schedule a periodic six month review to make appropriate adjustments if necessary.
2. Request and monitor retention and student success data.
3. Develop a partnership with K-12 to address the larger policy issue of student success by initiating a joint meeting with the local school district trustees.
4. Develop a working relationship with the newly appointed Liaison to the Branch Campuses
5. Strengthen procedures such as restructuring the agenda by folding all department reviews under the Executive Director’s report, create a more formal board meeting by adjusting seating arrangements, review the open meetings act, and schedule training on Roberts’ Rules of Order.
6. Request a report on the status and expenditures of current capital projects.
7. Provide supplement procedures for conducting searches for Executive Director.
8. Attend one of the UNM Board of Regents meetings.

Each board member was asked to identify their top two priorities and after discussion, the board agreed to focus on the following two priority action items:

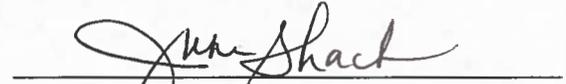
1. Request and monitor retention and student success data
2. Develop a working relationship with the newly appointed Liaison to the Branch Campuses

The board emphasized that they are firmly committed to student success and that decisions should be guided by how students will benefit from changes in policies, practices, fiscal and programmatic decisions.

Following the exercise, Dr. Polonio continued with the power point presentation that included:
The value of governance, ensuring student success, and the role and responsibilities of the board in reviewing financial reports and the annual operating budget.

The retreat concluded at 4:30 pm and the board completed individual evaluation forms on the retreat.


Theresa Dowling, Chair


June Shack, Secretary

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, August 17, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Edwin J. Begay	P
Virginia Chavez.....	P
Gloria Skeet deCruz.....	P
Theresa Dowling	P
June Shack	P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Marji Campbell, Director of Nursing
Neal Mangham, Dean of Instruction	Cynthia Ogden, Zollinger Library Director
Zeke Garcia, Interim Director Student Services	Babette Herrmann, Gallup Independent Reporter
Patty Holland, Supervisor Fiscal Services	Christy Butler, Executive Assistant
Ron Petranovich, Facilities Manager	

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

Chair, Theresa Dowling called the August 17, 2011 meeting of the UNM-Gallup Local Board to order at 6:15 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Cynthia Ogden, Zollinger Library Director

AGENDA ITEM V - Approval of Agenda

Motion made by June Shack to approve the August 17, 2011 UNM-Gallup Local Board Agenda with addition of Agenda Item XI, defer retreat minutes approval to the September meeting and deletion of Board Education. Motion seconded by Edwin J. Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion made by Virginia Chavez to approve the June 29, 2011 UNM-Gallup Local Board Minutes as presented, seconded by Edwin J. Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Division/Department Reports – The Board requested all division reports go to Dr. Andrew for review and she will present them at the next meeting.

- A. Interim Director Student Services – Zeke Garcia distributed enrollment numbers. Enrollment and student contact numbers are up, however the numbers dropped because of disenrollment. We are hoping the students will re-enroll this week. He will have solid enrollment numbers for the next meeting.

The Board has heard from the community and they would like to see the bookstore services open later the first two weeks of class. Bookstore hours have been extended until 5:30 and have 30 minutes to close out. Due to being short staffed, all the employees in the bookstore are now working overtime.

The community would also like UNMG to look at having some prerequisite classes later in the evening and on Saturday's. The instructional area is working on scheduling and will look into the prerequisite offerings. The Board suggested we provide either through the newspapers or radio a survey asking questions of the community regarding prerequisites.

- B. Supervisor Fiscal Services – The Board complimented Patty Holland on the grants report. Marilee Petranovich prepares that portion of the Business Operations report.
- C. Manager of Physical Plant and Facilities – Ron Petranovich reported the building should be completed the last day of the month. We have to wait on the certificate of occupancy. There will be punch list items to complete. The furniture is 95% installed. The AV package is about six weeks from being received and installed. The Board thanked Ron for the tour prior to the last meeting.
- D. Nursing – Marji Campbell brought a presentation display on the nursing program strategy June Eastridge used this summer at a conference.

The departmental reports were presented in written form.

AGENDA ITEM VIII - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. The Board requested we send meeting information to the Navajo speaking radio stations for announcement.
 - ii. Sylvia Andrew asked the Board to consider a bond oversight committee.

- B. Other items may be reported
- i. Drs. Andrade will be establishing a scholarship in their daughter's name. The Board requested Sylvia Andrew compose a letter to the Andrade's for the Board to sign thanking them for their generosity.
 - ii. HED Secretary Jose Garcia was on campus today speaking on the funding formula. HED is close to determining the formula. The first year of the new funding formula, campuses will be held harmless. Sylvia will know more after the NMACC meeting on Friday.
 - iii. The ABE outcomes for UNMG are outstanding when compared to the state performance goals.

AGENDA ITEM IX - Old Business

- A. Monthly Financial Update – Patty Holland reported the year end report shows revenues exceed projections. We have three main sources of income: first is state appropriation, second is mil levy and third is tuition. We do show a reduction in expenses because some positions were not filled during the year.

Gloria deCruz arrived at 6:52 pm

- B. Monthly Grants Update – Patty Holland reported we are in compliance with all granting agencies with reporting and expenditures.

AGENDA ITEM X - New Business

- A. Open Meetings Resolution - Motion was made by Virginia Chavez to approve the Open Meetings Resolution, seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 7:22 PM.
- B. Local Board Code of Ethics - Motion was made by Edwin J. Begay to approve the Local Board Code of Ethics, they will be posted in the Director's Conference Room, the Zuni Campus conference room and in the lobby at North Campus. Seconded by June Shack. Motion was approved by unanimous roll call vote at 7:23 PM.

AGENDA ITEM XI – Additional Items Added to the Agenda

Evaluation of Dr. Andrew – The Board formed an Evaluation Committee consisting of Edwin J. Begay and Theresa Dowling. Edwin J. Begay will chair the committee. They will work on the format for the evaluation and report to the Board at the next meeting.

AGENDA ITEM XII – Adjournment

Motion made by Edwin J. Begay to adjourn. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote at 7:26 PM.


Theresa Dowling, Chair


June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP SPECIAL BOARD MEETING MINUTES

Wednesday, September 8, 2011
Noon

Gallup

UNM GALLUP LOCAL BOARD

Edwin J. Begay	P
Virginia Chavez	P
Gloria Skeet deCruz	P
Theresa Dowling	P
June Shack	A

UNM-GALLUP STAFF AND GUESTS:

David J. Schmidly, President	Marc Saavedra, Director, Government Affairs & Community Relations
Breda Bova, Chief of Staff	Christy Butler, Executive Assistant
Helen Gonzales, Vice President Human Resources	
Wynn Goering, Vice Provost for Academic Affairs	

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

Chair, Theresa Dowling called the September 8, 2011 special meeting of the UNM-Gallup Local Board to order at 12:28 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

David J. Schmidly, President
Breda Bova, Chief of Staff
Helen Gonzales, Vice President Human Resources
Wynn Goering, Vice Provost for Academic Affairs
Marc Saavedra, Director, Government Affairs & Community Relations

Chair, Theresa Dowling appointed Gloria deCruz to act as Secretary for the meeting.

AGENDA ITEM V - Approval of Agenda

Motion made by Gloria deCruz to approve the September 8, 2011 UNM-Gallup Local Board Agenda as presented. Motion seconded by Edwin J. Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Additional Items Added to the Agenda

None

AGENDA ITEM VII – Adjourn for Executive Session

Motion made by Gloria deCruz to adjourn the special 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 Edwin J. Begay. Motion approved by unanimous roll call vote at 12:33 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 to Open Meeting from Executive Session was made by Virginia Chavez. Motion seconded by Edwin J. Begay. Motion approved by unanimous roll call vote at 1:37 PM.

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

AGENDA ITEM X - Adjournment

Motion made by Edwin J. Begay to adjourn. Motion seconded by Virginia Chavez. Motion approved by unanimous roll call vote at 1:38 PM.


Theresa Dowling, Chair


Gloria Skeet deCruz, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, September 21, 2011
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

Edwin J. Begay	A
Virginia Chavez.....	P
Gloria Skeet deCruz.....	A
Theresa Dowling	P
June Shack	P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Patty Holland, Supervisor Fiscal Services
Neal Mangham, Dean of Instruction	Ron Petranovich, Facilities Manager
Wynn Goering, Vice Provost for Academic Affairs	Jim Blackshear, Manager IT Services
Zeke Garcia, Director Student Services	Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the September 21, 2011 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

None

AGENDA ITEM IV - Introductions/Announcements

Wynn Goering, Vice Provost for Academic Affairs

AGENDA ITEM V - Approval of Agenda

Motion made by Virginia Chavez to approve the September 21, 2011 UNM-Gallup Local Board Agenda with the deletion of the Executive Session. Motion seconded by June Shack. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

- A. Motion made by June Shack to approve the August 12, 2011 UNM-Gallup Local Board Retreat Minutes as presented, seconded by Virginia Chavez. Motion approved by unanimous roll call vote.
- B. Virginia Chavez made motion to approve the August 17, 2011 UNM-G regular meeting minutes as presented, seconded by June Shack. Motion approved by unanimous roll call vote.
- C. Motion made by Virginia Chavez to approve the September 8, 2011 UNM-Gallup Special Board Meeting Minutes as presented, seconded by June Shack. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Division/Department Reports

- A. Dean of Instruction – Neal Mangham reported we are offering 472 classes with 9,740 persons being seated. We are running about 35% more classes at the Zuni campus compared to last year. Administration has met with the Governor and Council regarding the posting of the Zuni campus manager position. We let them know we view the Zuni campus as a community resource. As a result, the Tribal Council is applying for a grant for a series of small business trainings to be held on the campus.
- B. Nursing – Marji Campbell reported the program has 92 students currently registered.
- C. Director Student Services – Zeke Garcia reported we now have a Phi Beta Kappa Chapter on campus. We have 164 students that have a 3.5 or better GPA. They are working on the Constitution and Welcome packet for those students eligible to join. The only other branch that has a chapter is Valencia. We are working on the 45 unit letter to students for the spring semester so they can be prepared for the classes they need. Each student will need to make an appointment to meet with their advisor and all appointments will be for 30 minutes. Student Services will begin moving into the new building on Friday. A question was asked about dual enrollment and the Dean indicated he will report on dual enrollment at the next meeting.
- D. Supervisor Fiscal Services – Patty Holland reported Rose Adakai started on Monday as the Bookstore Retail Manager and will begin working on the audit issues. Fiscal Services will also be moving into the new building next week.
- E. Manager of Physical Plant and Facilities – Ron Petranovich reported we have received the permanent certificate of occupancy.
- F. Manager of ITS – Jim Blackshear added to his report that the installation of the AV equipment has begun. After installation, IT and Faculty will spend the rest of the semester learning how to use the equipment.

The departmental reports were presented in written form.

AGENDA ITEM VIII - Executive Director's Report

- A. Review of Board Report by Sylvia Andrew
 - i. We have tentatively identified October 20 as Open House for the new building.
 - ii. The funding formula meeting took place this week. NMACC is going to report to the committee their response to the formula. On October 26 all the President's and Executive Director's will be attending the final HED funding formula meeting in Albuquerque.
 - iii. Senator Bingaman will be on campus October 26.
 - iv. In the interim, until a Zuni campus program manager is hired, Sylvia Andrew, Neal Mangham and Zeke Garcia will rotate spending an afternoon at the Zuni campus each week.
- B. Other items may be reported
 - i. None

AGENDA ITEM IX - Old Business

- A. Monthly Financial Update – Patty Holland reported the first two months of the year are showing typical numbers. The only variance you see is on the payroll side because we have several vacancies that have not been filled. We do not have anything either in expense or income that is alarming. We have been training departments on their monthly financial review.
- B. Monthly Grants Update – Patty Holland reported the grants ending in 60 days are highlighted. The only one we may have some funds being returned is in the Carl Perkins redistribution. These funds are received toward the end of the year and have specific requirements. We make every effort to be sure we meet the requirements, which make it difficult to completely spend down.

AGENDA ITEM X - New Business

- A. Review of Notice Requirements - Motion was made by Virginia Chavez to approve the Notice of Requirements, seconded by June Shack. Motion was approved by unanimous roll call vote at 6:44 PM.
- B. Approval of Request for Budget Adjustment Request (BAR) Approval FY 2012 - Motion was made by Virginia Chavez to approve the BAR for Nursing and PCDC Funding. Seconded by June Shack. Motion was approved by unanimous roll call vote at 6:47 PM.

AGENDA ITEM XI – Additional Items Added to the Agenda

None

AGENDA ITEM XII – Adjournment

Motion made by Virginia Chavez to adjourn. Motion seconded by June Shack. Motion approved by unanimous roll call vote at 6:48 PM.



Theresa Dowling, Chair



June Shack, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, October 19, 2011
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

Edwin J. Begay	P
Virginia R. Chavez	A
Gloria Skeet deCruz.....	P
Theresa Dowling	P
June Shack	A

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Chris Platero, Assistant Professor, Math
Neal Mangham, Dean of Instruction	Rose Adakai, Retail Manager
Wynn Goering, Vice Provost for Academic Affairs/ Acting Director of Business Operations	Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the October 19, 2011 meeting of the UNM-Gallup Local Board to order at 6:20 PM with roll call. A quorum was present.

Theresa Dowling appointed Gloria deCruz to serve as Secretary.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Chris Platero, Assistant Professor, Math
Rose Adakai, Retail Manager, UNMG College Store

AGENDA ITEM V - Approval of Agenda

Motion made by Gloria deCruz to approve the October 19, 2011 UNM-Gallup Local Board Agenda with the addition of Status of Board Priorities. Motion seconded by Edwin Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Chair, Theresa Dowling turned the gavel over to Edwin Begay and made motion to approve the September 21, 2011 UNM-G regular meeting minutes as presented, seconded by Gloria deCruz. Motion approved by unanimous roll call vote. Edwin Begay returned the gavel to the Chair.

AGENDA ITEM VII – Board Education

Professor Chris Platero is the Principal Investigator for the National Science Foundation Grant (NSF) \$500,000 grant that awards scholarships to students interested in pursuing an associate degree in science. Eligible students may receive up to \$8,000 to support four (4) years of undergraduate education. Five students were recently awarded scholarships for the 2010-2011 academic year.

Professor Platero, Faculty Advisor for the American Indian Science and Engineering Society (AISES) provided an overview of AISES' mission and UNM Gallup students participation in national conferences since 2006. Professor Platero spoke about the impact AISES has on students, particularly the career fair that recruits students for jobs and internship opportunities. The AISES student club is an active student club that holds fundraising events to support their attendance at professional conferences.

AGENDA ITEM VIII – Campus Reports

- A. Instruction and Academic Affairs – Neal Mangham reported the number of dual credit students is 223 in CCTE and 63 at MCHS. Dental Assisting reaccreditation has been turned in and was so well done we are now using it as a template.
 - i. The UNM Faculty Senate and UNM Board of Regents, upon the unanimous recommendation of the UNM Gallup faculty, agreed to confer the posthumous award of Associate Degree of Science in Nursing to Christina Joe. Dean Mangham is working with Ms. Joe's family to identify a date to make the presentation to her family.
- B. Business Operations – Dr. Goering distributed copies of the budget planning process that was distributed to the Budget Planning Committee. The UNM Regents' decision to award a one-time

equity supplement to employees meeting eligibility criteria and earning less than \$50,000 applies to UNMG.

- C. Executive Director's Report – Dr. Andrew reported the HR Administrator search committee has invited a candidate for a campus on-site interview on November 9-10, 2011. She continues to work on the posting for the Chief Financial Officer/Director Business Operations position. Finalists for the Zuni Program Manager position will be on campus November 8 and the week of November 14.

AGENDA ITEM IX - Old Business

- A. Monthly Financial Update – The Board was pleased with the format of the report.
B. Monthly Grants Update – The Board asked questions regarding grant writing. We do not have a grant writer on staff. We do have grants support and administration. There is less funding available right now so there is stiff competition when applying.

AGENDA ITEM X - New Business

None

AGENDA ITEM XI – Additional Items Added to the Agenda

Status of Board Priorities – Theresa Dowling

1. Conduct and evaluation of the Executive Director and schedule a periodic six month review to make appropriate adjustments, if necessary. This item has not been addressed.
2. Request and monitor retention and student success data. This item will be in next months report.
3. Develop a partnership with K-12 to address the larger policy issue of student success by initiating a joint meeting with the local school district trustees. We have initiated meetings at the professional level with GMCS.
4. Develop a working relationship with the newly appointed Liaison to the Branch Campuses. Wynn Goering is on campus two days a week.
5. Strengthen procedures such as restructuring the agenda by folding all department reviews under the Executive Director's report, create a more formal board meeting by adjusting seating arrangements, view the open meetings act, and schedule training on Roberts' Rules of Order. We have not received the Roberts' Rules information.
6. Request a report on the status and expenditures of current capital projects.
7. Provide supplement procedures for conducting searches for Executive Director.
8. Attend one of the UNM Board of Regents meetings. The meeting has not worked out during football season. We are trying to coordinate the meeting during basketball season.

AGENDA ITEM XII – Adjournment

Motion made by Gloria deCruz to adjourn. Motion seconded by Edwin Begay. Motion approved by unanimous roll call vote at 7:19 PM.


Theresa Dowling, Chair


Gloria Skeet deCruz, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, November 16, 2011
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

Edwin J. Begay	P
Virginia R. Chavez	A
Gloria Skeet deCruz.....	P
Theresa Dowling	P
June Shack	P

UNM-GALLUP STAFF AND GUESTS:

Sylvia Andrew, Executive Director	Marji Campbell, Director of Nursing
Neal Mangham, Dean of Instruction	Sandra McCardell, MBA, Consultant
Zeke Garcia, Director Student Services	Babette Herrmann, Independent Reporter
Patty Holland, Fiscal Services Supervisor	Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the November 16, 2011 meeting of the UNM-Gallup Local Board to order at 6:05 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Sandra McCardell, MBA, Consultant

AGENDA ITEM V - Approval of Agenda

Motion made by June Shack to approve the November 16, 2011 UNM-Gallup Local Board Agenda with the deletion of the executive session. Motion seconded by Edwin Begay. Motion approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Edwin Begay made motion to approve the October 19, 2011 UNM-G regular meeting minutes with a change to agenda item XI, 1. change evaluation to evaluate, seconded by Gloria deCruz. Motion approved by unanimous roll call vote.

AGENDA ITEM VII – Board Education

Prior to Sandra McCardell giving the strategic planning presentation, Dr. Andrew, Dr. Mangham and Mr. Garcia gave a brief overview of the progression of the strategic plan. We are starting the strategic planning process from the top down instead of the bottom up. We are ahead of main campus in the development of our planning. We recognize we are looking to strengthen our foundation. We have had feedback from students, staff and faculty for the last two days. By building our strategic plan now, we have an opportunity for the strategic plan to drive our campus master plan and budget. The UNM Planning Office attended our planning sessions and was very impressed with our process.

Why are we doing a strategic plan and why now? It is an opportunity to step back and guide the long-term development of the campus. The world and economy has changed over the last five years. The plan allows us to determine how to allocate our resources. It is our opportunity to let main campus know who we are before they can decide who we are. This allows us to craft something to help both institutions understand each other. The strategic plan is a renewed commitment to the institution and community which gives everyone a feeling of engagement and involvement.

The Vision and Mission statements are being revised with input from the campus and Board. The Board had several ideas to incorporate into the plan. The Board was pleased with the information and process of the strategic plan. They look forward to seeing the outcome.

AGENDA ITEM VIII – Campus Reports

- A. Instruction and Academic Affairs – Neal Mangham reported the divisions have begun identifying faculty priorities for the coming year. For Board Education at the next meeting Dr. Mangham would like for Ann Jarvis to report on the proposed model for delivery of developmental education to serve incoming students.

- B. Student Services - Zeke Garcia reported on some of the backfill areas: campus police will move into the old financial aid area, student senate and clubs will move into the old student services area, public relations and the information desk will move into the old cashiers and fiscal services area.
- C. Business Operations – The Board asked about contracting with UNMA IT services. We must be clear on what we are getting and the cost. This would not be included in the 2.87% fee we pay each year.
- D. Executive Director's Report – Dr. Andrew reported the joint meeting with the regents will take place on February 11, 2012. The HR administrator position has been offered and accepted. A start date has not yet been determined. We hope to have the Zuni program manager position filled soon. An update on PCDC: we may need to review the procedures and guidelines with the strategic plan. The internal audit report was reviewed. Dr. Andrew, Dr. Mangham and Mr. Garcia attended the Zuni ABE program play written, produced, and directed by the students.

AGENDA ITEM IX - Old Business

- A. Monthly Financial Update – Patty Holland presented the report with a new format. The format will be trying out different formats over the next few months. Departments are being required to do their monthly reconciliation. We are showing a savings of \$1M for the year due to position vacancies.
- B. Monthly Grants Update – Patty Holland reported the grants office is looking into new grant opportunities.
- C. Update on the Status of Board Priorities
 - i. Conduct and evaluate of the Executive Director and schedule a periodic six month review to make appropriate adjustments, if necessary. This item has not been addressed.
 - ii. Request and monitor retention and student success data. Reported in the Executive Director's report.
 - iii. Develop a partnership with K-12 to address the larger policy issue of student success by initiating a joint meeting with the local school district trustees. Continue working on this.
 - iv. Develop a working relationship with the newly appointed Liaison to the Branch Campuses. Completed
 - v. Strengthen procedures such as restructuring the agenda by folding all department reviews under the Executive Director's report, create a more formal board meeting by adjusting seating arrangements, view the open meetings act, and schedule training on Roberts' Rules of Order. The Board requested the UNMG Bookstore order Roberts' Rules.
 - vi. Request a report on the status and expenditures of current capital projects.
 - vii. Provide supplement procedures for conducting searches for Executive Director.
 - viii. Attend one of the UNM Board of Regents meetings. The Board will be meeting with them on February 11.

AGENDA ITEM X - New Business

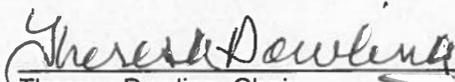
Approval Budget Adjustment Request (Equity Pay & Timekeeping System) – Patty Holland presented the Budget Adjustment Request (BAR) for \$50,000 contingency line for executive director's office, \$100,000 the one-time equity pay approved by the Regents and \$100,000 for the Kronos timekeeping software for a total of \$250,000. Edwin Begay made motion to approve the BAR as presented with the caveat that if we do not spend the money for Kronos by June 30, 2012 the money will be returned to savings. Motion seconded by June Shack. Motion approved by unanimous roll call vote at 8:36.

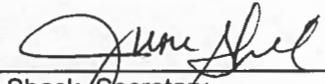
AGENDA ITEM XI – Additional Items Added to the Agenda

None

AGENDA ITEM XII – Adjournment

Motion made by Edwin Begay to adjourn. Motion seconded by June Shack. Motion approved by unanimous roll call vote at 8:37 PM.


 Theresa Dowling, Chair


 June Shack, Secretary

Christy Butler
 Executive Assistant