



## LOCAL BOARD MEETING

June 19, 2018

Executive Conference Room



**Chief Executive Officer**

UNM Gallup Local Board Meeting  
Room 1216 705 Gurley Avenue  
June 19, 2018 --- 1:00 PM  
Gallup, NM 87301

**Agenda**

- I Call to Order, Confirmation of a Quorum, Adoption of the Agenda – Local Board Chair Ralph Richards
- II Approval of Minutes: March 27, 2018 Regular Meeting; April 10, 2018 Retreat Meeting; May 8 Special Meeting and May 22 Regular Meeting – Ralph Richards
  - 1. Public Comment Related to Items on the Agenda (limit 3 min.)
  - 2. Comments from Local Board Members
- III Board Training Retreat
  - 1. Strategic Board Communications at UNM-Gallup – Sr. Public Relations Specialist Marilee Petranovich
- IV Chief Executive Officer’s Report – James Malm
  - 1. Strategic Enrollment Planning In-House FY 2018-19
  - 2. Environmental Scanning – Sr. Institutional Researcher Brittany Babykos
  - 3. Enrollment Funnel with Multiple Entry Channels: External Consultants FY2018-19, 2019-20 – Director of Student Affairs Jayme McMahon
  - 4. Dean of Instruction and Chair of Business and Applied Technology Search – Interim Dean of Instruction and Search Committee Chair Irene Den Bleyker
  - 5. Monthly Consolidated Financial Reports through May 31, 2018 – Director of Business Operations Robert Griego
- V Board Review – Ralph Richards
  - 1. (300.1) UNM Gallup Campus Local Board Bylaws – Through the Fourth Amendment Adopted & Included April 4, 2017
  - 2. (300.2) Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico – FY2018-19
  - 3. (310.2) Regular Meetings – Dates and Times FY2018-19
  - 4. Local Board Code of Ethics – FY2018-19
- VI Public Comments Not Related to Items on the Agenda (limit 3 min. per speaker)
- VII Adjourn

If you are an individual with a disability who is in need of a reader, amplifier, qualified language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Chief Executive Office (505-863-7501) as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Chief Executive Office if a summary or other type of accessible format is needed.

F:\CORRESPONDENCE\Meetings\Local Board\Agendas\2018\20180619 Agenda Table.Docx



**UNM GALLUP LOCAL BOARD MINUTES**

Tuesday, March 27, 2018  
Executive Conference Room 1216

1:00 PM  
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Teri Garcia .....	P
Olin Kieyoomia.....	P
Gerald O'Hara.....	P
Ralph Richards .....	P
Priscilla Smith .....	P

UNM-GALLUP STAFF AND GUESTS:

James Malm, CEO	Cynthia Sanders, Magistrate Judge City of Gallup
Irene Den Bleyker, Interim Dean of Instruction	Shaquana Desiderio, Education Reporter Gallup
Jayme McMahon, Director Student Affairs	Independent
Marilee Petranovich, Sr. Public Relations Specialist	Adron Gardner, Photographer Gallup
Brittany Babycos, Sr. Institutional Researcher	Independent
Robert Galin, Faculty Assembly President	Christy Butler, Executive Assistant
Jerry Dominguez, Branch Campus Liaison	
Rob Hunter, MCHS CEO	

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

Chair, Ralph Richards called the March 27, 2018 regular meeting of the UNM-Gallup Local Board to order at 1:01 PM with roll call. A quorum was present.

**AGENDA ITEM III** - Public Input

None

**AGENDA ITEM IV** - Introductions

Cynthia Sanders, Magistrate Judge City of Gallup

**AGENDA ITEM V** - Vote to Approve Agenda

Motion was made by Priscilla Smith to approve the March 27, 2018 UNM Gallup Local Board Agenda as presented. Motion was seconded by Teri Garcia and approved by unanimous roll call vote at 1:05 PM.

**AGENDA ITEM VI** - Appointment of Position 3 Board Member – Chair, Ralph Richards, appointed Teri Garcia as the Position 3 member of the Local Advisory Board until the next election in 2019.

**AGENDA ITEM VII** – Oath of Office

Judge Sanders gave the oath of office to Teri Lynn Garcia, Position 3.

Olin Kieyoomia arrived at 1:11 pm.

**AGENDA ITEM VIII** – Election of 2018-2019 Board Officers

Election of 2018-2019 Board Officers – Secretary, Priscilla Smith stated she would like to see the same slate of officers continue. Gerald O'Hara made motion to keep the slate of officers, Ralph Richards as Chair, Olin Kieyoomia as Vice Chair and Priscilla Smith as Secretary. Motion was seconded by Priscilla Smith and approved by unanimous roll call vote at 1:12 pm.

**AGENDA ITEM IX** – Vote on Board Business

Gerald O'Hara made motion to approve the February 27, 2018 Board minutes as presented. Motion was seconded by Priscilla Smith. Minutes were approved by unanimous roll call vote at 1:13 PM.

**AGENDA ITEM X** – Vote to Adjourn for Executive Session

Priscilla Smith moved and Gerald O'Hara seconded a motion to adjourn the regular meeting of the UNMG Local Board for Executive Session pursuant to NM Open Meetings Act; Limited Personnel Issues, Section 10-14-1-N.(2) NMSA 1978 discussion will include personnel issues. The motion was approved by unanimous roll call vote at 1:15 PM.

**AGENDA ITEM XI** – Executive Session

Limited Personnel Issues Section 10-15-1-N.(2) NMSA 1978. 10.15.1.J

**AGENDA ITEM XII** – Vote to Reconvene from Executive Session

Priscilla Smith moved and Gerald O'Hara seconded a motion to reconvene the Open Meeting from Executive Session. The motion was approved by unanimous roll call vote at 2:13 PM.

Upon reconvening the UNMG Local Board certifies that only those matters described in Agenda Item VIII were discussed in Executive Session and if necessary, final action with regard to those matters will be taken in Open Session. 10-15-1-J-NMSA 1978.

**AGENDA ITEM XIII** – Old Business

Search Committee Member Reports

- A. Dean of Instruction – Priscilla Smith reported the Dean's search has failed but we need to look at options for the position.
- B. Director of Business Operations – Gerald O'Hara gave his report that there are new candidates who have applied and will be interviewed later this week.

**AGENDA ITEM XIV** New Business

- A. Chairs Report – Ralph Richards stated the Board will hold a retreat on April 10.
- B. Chief Executive Officer's Report – James Malm reported the Program Prioritization is complete and the results are posted on the [gallupdata.unm.edu](http://gallupdata.unm.edu) web site. The Prioritization process started in January at the Convocation. Data was pushed to the 73 index leaders in February with the reports received in March and scored over Spring Break. The majority of our programs have high mission effectiveness with low efficiencies. This is the first wave of management science with financial foundation, program relevance and program quality. This process will be repeated in 2020.
- C. Discuss & Vote on FY18-19 UNMG Budget – James Malm presented the budget to the Board. After discussion, Olin Kieyoomia made motion to accept the budget as presented. Motion was seconded by Priscilla Smith and approved by unanimous roll call vote at 2:47 pm.

**AGENDA ITEM XV** – Adjournment

Gerald O'Hara made motion to adjourn, seconded by Olin Kieyoomia and passed by unanimous roll call vote at 2:54 PM.

---

Ralph Richards, Chair

---

Priscilla Smith, Secretary

Christy Butler, Executive Assistant  
Board Recording Secretary



**UNM GALLUP LOCAL BOARD RETREAT MINUTES**

Tuesday, April 10, 2018  
Executive Conference Room 1216

1:00 PM  
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Teri Garcia .....	P
Olin Kieyoomia.....	P
Gerald O'Hara.....	P
Priscilla Smith .....	P
Ralph Richards .....	P

UNM-GALLUP STAFF AND GUESTS:

James Malm, CEO	Christy Butler, Executive Assistant
Marilee Petranovich, Sr. Public Relations Specialist	

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

Chair, Ralph Richards called the April 10, 2018 retreat of the UNM-Gallup Local Board to order at 1:00 PM with roll call. A quorum was present.

**AGENDA ITEM III** - Vote to Approve Agenda

Motion was made by Teri Garcia to approve the April 10, 2018 UNM Gallup Local Board Agenda as presented. Motion was seconded by Priscilla Smith and approved by unanimous roll call vote at 1:07 PM.

**AGENDA ITEM IV** – Board Retreat

- A. UNM Operating Agreement Signature – Ralph Richards would like to have the following included into the agreement.
  - UNMG wants more input regarding the CEO position hiring and letting go.
  - Local Board has first right of refusal for any academic programs that UNM refuses to have at UNMG. UNMG wants to be able to bring in the programs from other universities, if UNM does not offer them or does not make them available to the Gallup campus.
  - Title of CEO changed to President
  - Continual travel
  - Local Governance - We want to be a part of UNM but the Operating Agreement ties our hands. Anything having to do with budget transparency has to be put before the board.
  - Transparency
- B. Local Board Code of Ethics – Ralph Richards lead the discussion on changes to the Board Code of Ethics to be put forward at the next meeting for an action item.

Olin Kieyoomia arrived at 2:07 PM.

- C. What's Your Lobo Life? Public Communications at UNMG - Marilee Petranovich gave a talk on media questions and how to respond. She will present additional information at the June 19 summer retreat meeting under Board Development agenda item.

**AGENDA ITEM V** – Vote for Adjournment

Priscilla Smith made motion to adjourn, seconded by Olin Kieyoomia and passed by unanimous roll call vote at 2:46 PM.

After adjournment, the Local Board attended the 6<sup>th</sup> Annual Scholarship Award Ceremony in the Commons Area.

\_\_\_\_\_  
Ralph Richards, Chair

\_\_\_\_\_  
Priscilla Smith, Secretary

Christy Butler, Executive Assistant  
Board Recording Secretary



UNM GALLUP LOCAL BOARD SPECIAL MEETING MINUTES

Tuesday, May 8, 2018
Executive Conference Room 1216

1:00 PM
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

- Teri Garcia ..... P
Olin Kieyoomia..... P
Gerald O'Hara..... P
Ralph Richards ..... P
Priscilla Smith ..... P

UNM-GALLUP STAFF AND GUESTS:

- James Malm, CEO Shaquana Desiderio, Education Reporter Gallup Independent
Irene Den Bleyker, Interim Dean of Instruction
Jayme McMahon, Director Student Affairs Christy Butler, Executive Assistant
Brittany Babycos, Sr. Institutional Researcher

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

Chair, Ralph Richards called the May 8, 2018 regular meeting of the UNM-Gallup Local Board to order at 1:01 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions

None

AGENDA ITEM V - Vote to Approve Agenda

Motion was made by Olin Kieyoomia to approve the May 8, 2018 UNM Gallup Local Board Agenda as presented. Motion was seconded by Teri Garcia and approved by unanimous roll call vote at 1:07 PM.

AGENDA ITEM VI - New Business

- A. Local Board Letter of Sentiment to the Board of Education Gallup McKinley County Schools on their April 25, 2018 10 a.m. Special Meeting New Business - Approval of Settlement with Charter School on Appeal to PED or issuance of notice of contemplated action on revocation or seeking alteration of Charter School Contract. - Chair, Ralph Richards explained that UNMG and MCHS has had a very productive relationship. The only relationship we have with them is a lease agreement. We were their fiscal agent several years ago and GMCS are their fiscal agent now. After discussion of the GMCS meeting on April 25 and the notice of contemplated action to revoke MCHS charter, Olin Kieyoomia made motion to send a resolution to UNM legal and a letter to the GMCS Board on letterhead requesting a joint meeting. Teri Garcia seconded and approved by unanimous roll call vote at 2:33 PM.

Priscilla Smith departed the meeting at 2:35 PM.

- B. New Mexico Legislative Finance Committee Agenda at UNM-Gallup Wednesday, May 9 – Thursday, May 10, 2018. – CEO James Malm presented the LFC agenda. On Wednesday, Dr. Malm will address the LFC followed by President Stokes.
C. UNM President Garnett Stokes Statewide Listening Tour Agenda for Grants/ Window Rock/ Gallup/ Zuni Monday, May 21 – Tuesday, May 22, 2018 - James Malm spoke on President Stokes starting her Statewide Listening Tour in the UNM Gallup region.

Teri Garcia departed the meeting at 3:53 PM.

AGENDA ITEM XV – Adjournment

Olin Kieyoomia made motion to adjourn, seconded by Gerald O'Hara and passed by unanimous roll call vote at 4:04 PM.

Ralph Richards, Chair

Priscilla Smith, Secretary

Christy Butler, Executive Assistant
Board Recording Secretary



**UNM GALLUP LOCAL BOARD MINUTES**

Tuesday, May 22, 2018  
Executive Conference Room 1216

1:00 PM  
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Teri Garcia .....	A
Olin Kieyoomia.....	P
Gerald O'Hara.....	A
Ralph Richards .....	P
Priscilla Smith .....	A

UNM-GALLUP STAFF AND GUESTS:

James Malm, CEO	Garnett Stokes, UNM President
Irene Den Bleyker, Interim Dean of Instruction	Libby Washburn, UNM President Chief of Staff
Robert Griego, Director Business Operations	Jerry Dominguez, UNM Branch Campus Liaison
Jayne McMahan, Director Student Affairs	Rob Hunter, MCHS CEO
Marilee Petranovich, Sr. Public Relations Specialist	Christy Butler, Executive Assistant
Brittany Babycos, Sr. Institutional Researcher	

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

Chair, Ralph Richards called the May 22, 2018 regular meeting of the UNM-Gallup Local Board to order at 1:04 PM with roll call. A quorum was not present.

The UNM Gallup Local Board meeting was cancelled due to lack of quorum by Chair, Ralph Richards at 1:05 PM.

\_\_\_\_\_  
Ralph Richards, Chair

\_\_\_\_\_  
Priscilla Smith, Secretary

Christy Butler, Executive Assistant  
Board Recording Secretary



# TITLE PAGE TAB

June 19, 2018

## 1. UNMG Local Board Strategic Communication

2. Local Board Update: Strategic Enrollment Planning In-House FY19

3. Environmental Scanning Graphic

4. Dean/Chair recruitment Brochure

5. Monthly Consolidated Budgets

6. UNM Gallup Campus Local Board Bylaws

7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19

8. FY2018-19 Calendar Worksheet

9. Local Board Code of Ethics-FY2018-19

## UNM-Gallup Local Board Strategic Communications



## Our Mission...

The University of New Mexico – Gallup prepares people to achieve their educational and professional goals in a context of respect for the traditions and values of the many groups it serves.



## Act as a Unit...

- Authority only when acting as a board
- Power rests with the board
- No power to act as an individual



"AND THE VOTE TO HAVE A UNANIMOUS CONSENSUS PASSED FIVE TO TWO."

## Represent Common Good ...

- Elected representatives of general public
- Learn about UNM-Gallup and how we effect your constituents



"... AND MR. FELDMORE'S MOONING OF THE OTHER COMMITTEE MEMBERS WAS INTERPRETED AS THE ONLY 'NAY' VOTE..."

Drive the Mission

- Define and uphold mission
- Riding for the Brand!
- Concentrate on the Big Picture



Create a Positive Climate

- Climate where learning is top priority
- Professional Growth
- Vision always looking forward



Monitor Performance

- Ask questions
- Monitor goals
- Fiscal management



Support and be Advocates for College . . .

- Link to the community
- Seek support from policy-makers
- Protect right to create quality learning environment



Lead as Thoughtful Educated Team

- Contribute unique strengths
- Curious and inclusive
- Positive and optimistic
- Support & respect each other & college



"I'm feeling a sense of conclusion here, so let's draw things to a close."



# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

# Local Board Update: Strategic Enrollment Planning In-House FY19

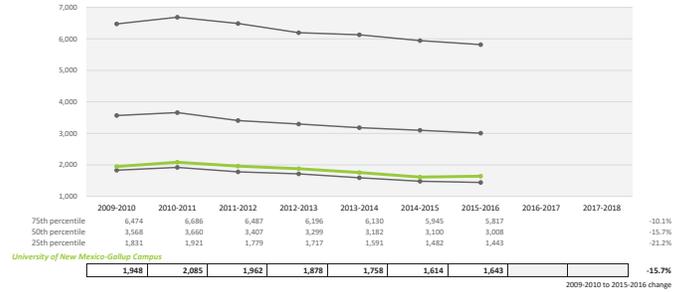
Dr. James Malm  
Chief Executive Officer  
UNM-Gallup  
June 19, 2018



## 1. TOTAL FTE

All students: traditional, non-traditional and graduate

PUBLIC ASSOCIATES (P72)



## DEVELOP A STRATEGY ROADMAP TO GUIDE LONG-TERM ENROLLMENT SUCCESS

University of New Mexico-Gallup

Implementation Plan

November 15, 2017



### Strategic enrollment planning is a continuous and data-informed process that:

- Provides realistic, quantifiable goals;
- Uses a return-on-investment (ROI) and action item approach; and
- Aligns the institution's mission, current state, and changing environment ...

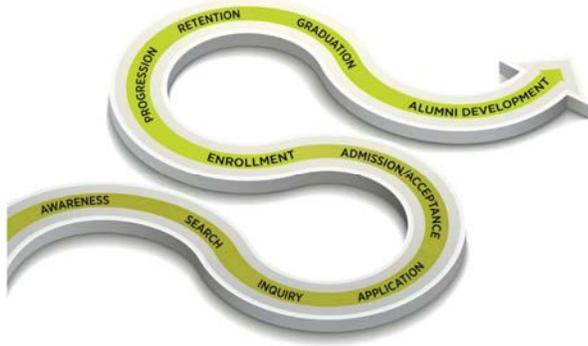
...to foster planned long-term enrollment and fiscal health.

### Strategic enrollment planning involves:



- **Program** (academic, co-curricular, services, support)
- **Place** (on-site, off-site, online, hybrid)
- **Price and Revenue** (tuition, fees, discounts, incentives)
- **Promotion** (marketing, recruitment, web presence)
- **Purpose and Identity** (mission, distinctiveness, brand)
- **Process** (data-informed, integrated planning)

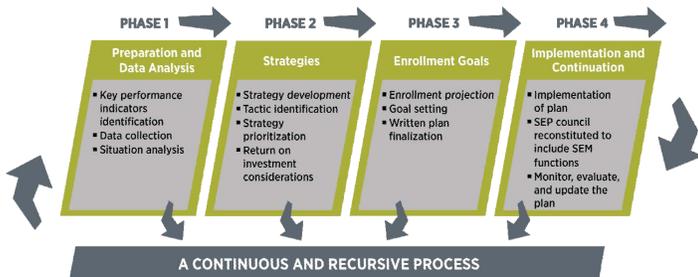
## SEP encompasses the entirety of the student lifecycle



## Sample table of contents

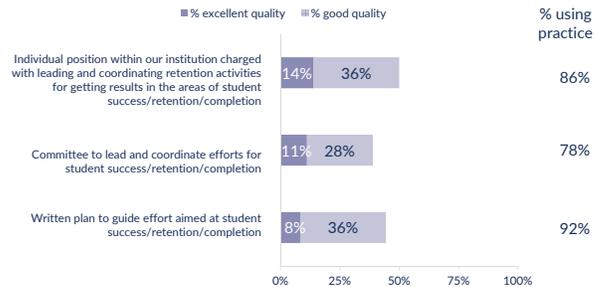
- Introduction and Executive Summary
- Organizational Structure for Planning and Foci
- Situation Analysis
- Mission, Vision, Key Performance Indicators, and Planning Assumptions
- Strategies and Priorities for Action
- Enrollment Goals, Projections, and Return on Investments
- Future Structure to Monitor Enrollment Management
- Closing Comments

## Phases of strategic enrollment planning

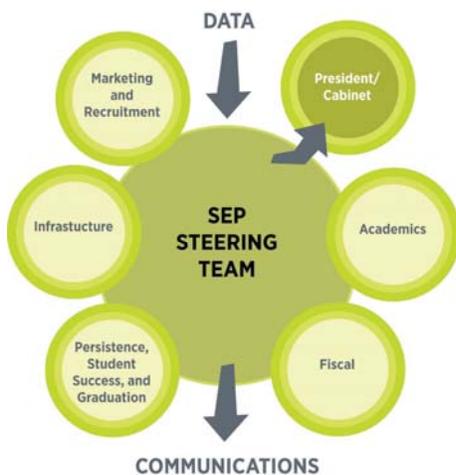


## Quality ratings for leadership practices

Two-year public institutions



© 2017 Ruffalo Noel Levitz, LLC. All rights reserved.  
2017 Effective Practices Report for Student Success, Retention, and Completion



## Creating an information-driven culture

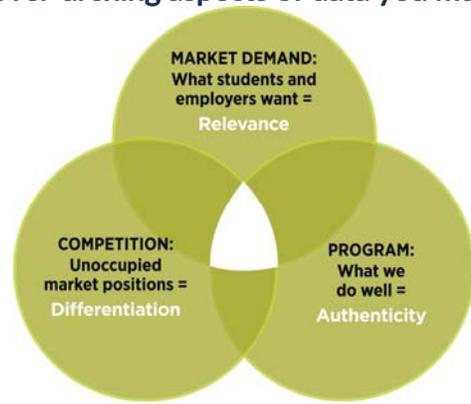


### Conduct research on ...

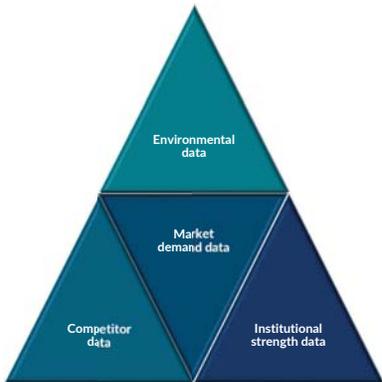


... using existing data from publically available resources.

### Three over-arching aspects of data you must know



### Four macro data will be required



### Track everything that moves



- What are you tracking?
- Are you tracking the right things?
- Who is responsible for tracking?
- Are you getting the research in a form that is useable?
- Are you using the data to make informed decisions?
- Is it making a difference in your effectiveness?
- Number of students?
- Kind of students?
- At a cost you can afford?

### Developing enrollment goals

	2017	2020	2023
Total enrollment- undergraduate			
Total enrollment- graduate			
New students			
• Freshman			
• Transfers			
Retention			
Minorities represented			
In-state/in-province			
Out-of-state/out-of-province			
International			
Residential/commuters			
Adult/non-traditional			
Other			

### Set goals by key areas of attendance

Area	Goal 2017	% of goal enrolled
50-mile radius		
100-mile radius		
In-state/province		
Contiguous states/province		
Secondary markets		
Other		

### Set goals by academic program

Major	2017	2020	2023
Agriculture			
Business Management			
Communication, Journalism			
Computer and Information Services			
Education			
Engineering			
Family and Consumer Sciences			
Health Professions			
Liberal Arts and Sciences			
Parks, Recreation, Leisure, and Fitness			
Visual and Performing Arts			

### Two types of demand

#### External

- Anticipated major information for prospective students from your own admissions office (most recent three-year period)

#### Internal

- The number of graduates by major (most recent three-year period, double and triple majors counted)

### Internal demand

Major	Program	Total	Percentage Of Total	Cumulative Percentage	Percentage of Total Number of Programs
Psychology	UG	91	14.0%	14%	4.5%
Accounting	UG	67	10.3%	24%	9.1%
Human Services	UG	60	9.2%	34%	13.6%
General Studies	UG	58	8.9%	43%	18.2%
Mass Communication	UG	58	8.9%	51%	22.7%
Graphic Design	UG	40	6.2%	58%	27.3%
Business Administration	UG	34	5.2%	63%	31.8%
Political Economy	UG	31	4.8%	68%	36.4%
Social Sciences	UG	30	4.6%	72%	40.9%
International Business	UG	29	4.5%	77%	45.5%
Finance	UG	27	4.2%	81%	50.0%
Interior Design	UG	20	3.1%	84%	54.5%
Music	UG	20	3.1%	87%	59.1%
Biology	UG	18	2.8%	90%	63.6%
Computer Engineering	UG	13	2.0%	92%	68.2%
Marketing	UG	13	2.0%	94%	72.7%
Computer Science	UG	12	1.8%	96%	77.3%
Management and Industrial Relations	UG	10	1.5%	97%	81.8%
English	UG	8	1.2%	98%	86.4%
Mathematics	UG	7	1.1%	100%	90.9%
Criminal Justice	UG	2	0.3%	100%	95.5%
Physics	UG	1	0.2%	100%	100.0%

### External demand

Anticipated Major	Prospects	Percent of All	Enrolled	Yield Rate
Biology	12,141	18.3%	316	2.6%
Social Sciences	6,893	10.4%	171	2.5%
Business Administration	6,415	9.7%	168	2.6%
Psychology	4,790	7.2%	167	3.5%
Mass Communication	3,185	4.8%	100	3.1%
General Studies	2,884	4.3%	390	13.5%
Fashion Merchandising	2,699	4.1%	95	3.5%
Literature and Civilization	2,184	3.3%	34	1.6%
Accounting	2,076	3.1%	72	3.5%
Computer Engineering	1,946	2.9%	70	3.6%
Music	1,823	2.7%	41	2.2%
Graphic Design	1,818	2.7%	95	5.2%
Criminal Justice and Human Security	1,429	2.2%	66	4.6%
Computer Science	1,373	2.1%	41	3.0%
Human Services	1,223	1.8%	51	4.2%
International Business	921	1.4%	45	4.9%
Mathematics	884	1.3%	18	2.0%
Interior Design	845	1.3%	46	5.4%
Marketing	810	1.2%	33	4.1%
Finance	623	0.9%	27	4.3%
Industrial Design	588	0.9%	40	6.8%
Computer Info Systems	472	0.7%	14	3.0%
Management and Industrial Relations	429	0.7%	16	3.6%
Political Economy	420	0.6%	35	8.1%
Medical Technology	97	0.1%	9	9.3%
World Religions	77	0.1%	6	7.8%
Physics	22	0.0%	-	0.0%

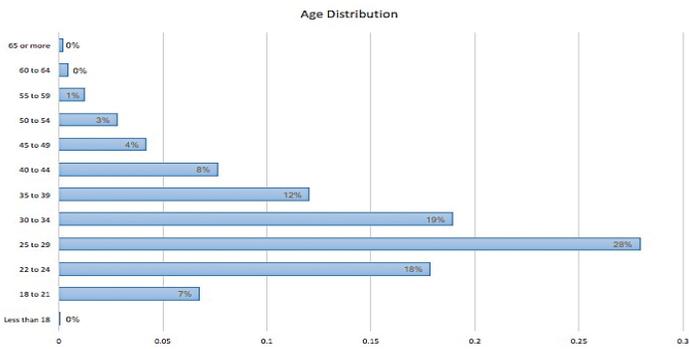
### Example - Academic and co-curricular demand

Academic or Co-Curricular Program Demand								
Academic Program	Student Interest	Subpop 1	Subpop 2	Subpop 3	Subpop 4	Rest of State	Out of State	Intrl
African American Studies								
English								
Psychology								
Biology								
Chemistry								
Or could be by co-curricular interest								

### Example - Regional funnel management

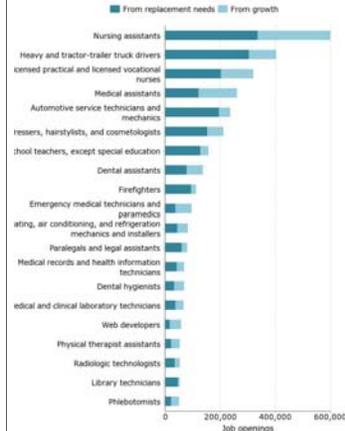
FTIC Funnels by Region: Fall 2017								
Stage / Region	County 1	County 2	County 3	County 4	County 5	Rest of State	Out of State	Intrl
Inqs.								
Conv. Rate								
Apps.								
Accept Rate								
Admits								
Depos.								
Yield Rate								
Enroll								

# The Transfer Audience - Age Distribution



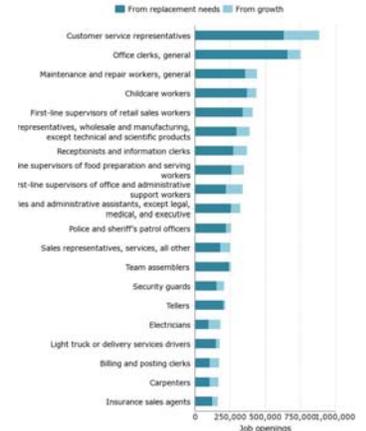
Source: Fast Facts NCES (National Center for Education Statistics) <https://nces.ed.gov/fastfacts/display.asp?id=98>

**Chart 13: Most job openings - Associate's degree or postsecondary**  
Occupations that typically require an associate's degree or postsecondary nondegree area to enter the occupation, projected 2014-24



Source: U.S. Bureau of Labor Statistics

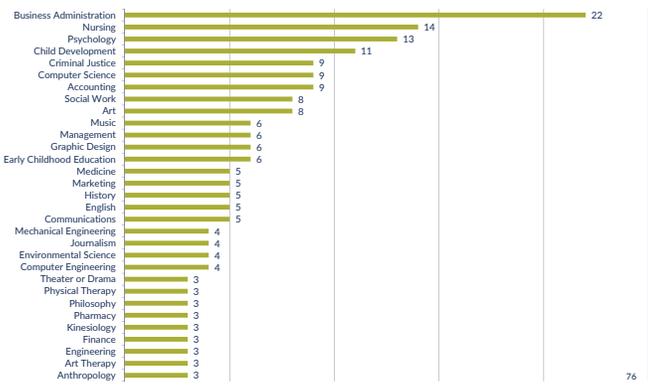
**Chart 15: Most Job openings - High school diploma**  
Occupations that typically require a high school diploma or equivalent to enter the occupation, projected 2014-24



Source: U.S. Bureau of Labor Statistics

## Top programs of interest for non-trad students

What program or major do you currently plan to study in college?



## Top growth occupations

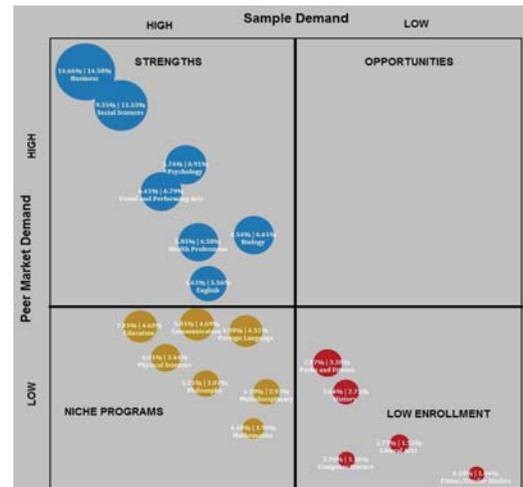
Above average numeric and percent change

SOC Code	Occupation Title	Projected Numeric Change: 2015 to 2025	Projected Percent Change: 2015 to 2025	Total Annual Openings
15-1132	Software Developers, Applications	30,912	51.1%	24,054
13-2011	Accountants and Auditors	7,046	20.9%	11,517
13-1111	Management Analysts	7,735	32.2%	8,680
15-1121	Computer Systems Analysts	6,965	34.6%	7,639
13-1161	Market Research Analysts and Marketing Specialists	7,384	41.7%	7,545
25-2021	Elementary School Teachers, Except Special Education	6,427	21.0%	7,149
13-1071	Human Resources Specialists	3,803	23.5%	6,048
11-9021	Construction Managers	3,058	23.3%	5,952
25-3098	Substitute Teachers	4,481	20.2%	5,199
11-3021	Computer and Information Systems Managers	5,144	43.1%	4,889
15-1133	Software Developers, Systems Software	4,082	28.4%	4,792
15-1131	Computer Programmers	4,011	29.1%	4,127
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	3,728	22.3%	3,946
15-1199	Computer Occupations, All Other	2,566	30.0%	3,629
15-1142	Network and Computer Systems Administrators	2,210	24.5%	3,194
27-1024	Graphic Designers	2,404	30.6%	3,113
13-1051	Cost Estimators	1,739	27.1%	3,093
11-1011	Chief Executives	1,849	21.0%	3,038
11-2022	Sales Managers	1,818	23.2%	2,961
11-2021	Marketing Managers	2,204	36.7%	2,403
25-2012	Kindergarten Teachers, Except Special Education	2,105	21.4%	2,401

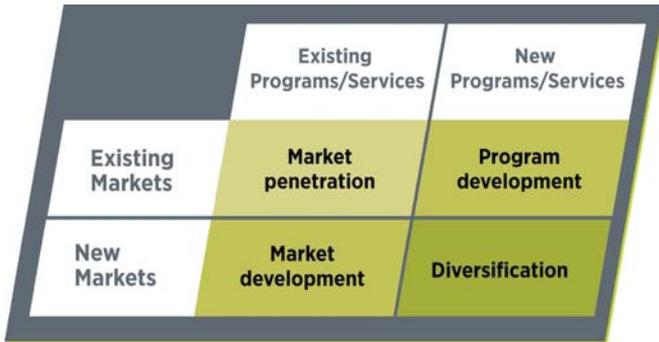
## Fastest growing programs

Pct. change in employer job postings

Bachelor's Degree Program	Employer Job Postings: 2010	Employer Job Postings: 2016	Pct. Change
SOCIAL WORK	1,011	4,057	301%
CLINICAL, COUNSELING AND APPLIED PSYCHOLOGY	263	1,050	299%
PUBLIC HEALTH	658	2,550	288%
PUBLIC ADMINISTRATION	468	1,760	276%
PHYSICAL THERAPY/THERAPIST	316	1,139	260%
NURSING SCIENCE	1,832	6,429	251%
HEALTH/HEALTH CARE ADMINISTRATION/MANAGEMENT	293	1,007	244%
PSYCHOLOGY	531	1,686	218%
COMPUTER ENGINEERING	372	1,106	197%
STATISTICS	1,675	4,803	187%
HUMAN RESOURCES DEVELOPMENT	528	1,307	148%
OTHER HEALTH PROFESSIONS AND RELATED PROGRAMS	507	1,115	120%
COMMUNICATION	596	1,189	99%
ECONOMICS	3,298	6,551	99%
CHEMISTRY	684	1,290	89%
ENGINEERING	4,983	9,324	87%
COMPUTER SCIENCE	8,117	14,814	83%



### Enrollment growth strategy matrix



### The relationship of SEP to ISP



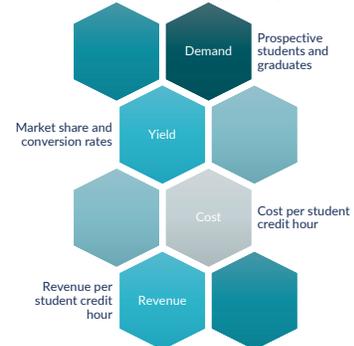
### An ongoing market research opportunity

What do you know? What do you need to know to be more successful in attracting and retaining students?

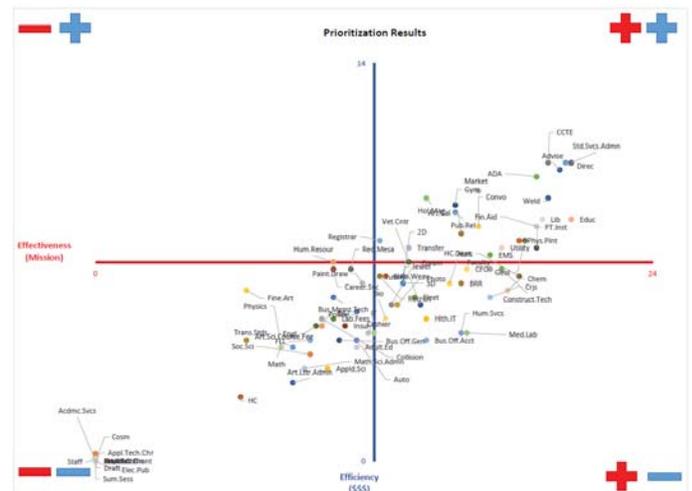
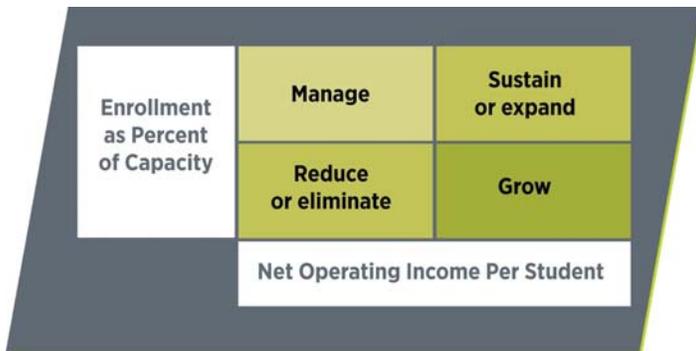


- Student satisfaction
- Institutional priority survey
- Student outcomes, alumni survey
- College choice
- Withdrawn student survey
- Competition study
- Image and perception
- Program demand and capacity study
- Employer perceptions
- Parent perceptions
- High school counselors' perceptions

### Elements of the academic program mix from a business perspective



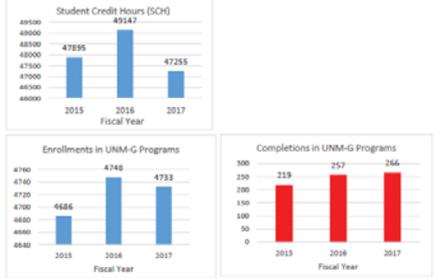
### Academic and co-curricular oriented





Three Year Comparative Summary of Expenditures

Expense Category	FY15		FY16		FY17	
	FTE	FTE	FTE	FTE	FTE	FTE
Faculty Salaries	\$ 212,700	2.00	\$ 144,200	1.00	\$ 144,200	1.00
Adjunct Salaries	2007		\$2,500			
Administrative Salaries	2020	\$ 114,309	2.00	\$ 87,189	2.00	\$ 94,567
Support Staff Salaries	2060	\$ 40,024	1.00	\$ 43,354	1.00	\$ 43,792
Technical Staff	2040	\$ 10,924		\$ 403		
Student Salaries		\$ -		\$ -		\$ -
Food		\$ 6,574		\$ 10,724		\$ 8,076
Travel		\$ 24,722		\$ 20,344		\$ 7,954
Office Supplies		\$ 4,045		\$ 2,572		\$ 1,786
Misc Costs		\$ 194,018		\$ 83,017		\$ 51,474
<b>Total</b>		<b>\$ 607,316</b>	<b>5.00</b>	<b>\$ 394,303</b>	<b>4.00</b>	<b>\$ 351,849</b>



Undergraduate	Total	% of Total	Cumulative %
Psychology	88	8.2%	8%
Nursing	80	7.4%	16%
Educational Studies	78	7.2%	23%
Biology	77	7.1%	30%
Exercise Science	66	6.1%	36%
Criminal Justice	60	5.6%	42%
Communication	59	5.5%	47%
Fitness, Rec & Sports Management	56	5.2%	52%
Commun Sci & Disorders	39	3.6%	56%
Finance	39	3.6%	60%
Music	39	3.6%	63%
Accounting	37	3.4%	67%
Management	37	3.4%	70%
History	36	3.3%	73%
Marketing	32	3.0%	76%
Art	29	2.7%	79%
Ministry	28	2.6%	82%
Economics	24	2.2%	84%
English	24	2.2%	86%
Athletic Training	19	1.8%	88%
Mathematics	19	1.8%	90%
Social Work	17	1.6%	91%
Computer Science	16	1.5%	93%
Theater	13	1.2%	94%
Biblical Studies	12	1.1%	95%
Geological and Environ Sci	12	1.1%	96%
Political Science	11	1.0%	97%
Chemistry & Physics	8	0.7%	98%
Religion	8	0.7%	99%
Sociology	6	0.6%	99%
Spanish	6	0.6%	100%
Nonprofit Management	1	0.1%	100%
Philosophy	1	0.1%	100%
Public Administration	1	0.1%	100%

Graduate	Total	% of Total	Cumulative %
Doctor of Physical Therapy	101	24.4%	24%
MEd - Counsel & Human Dev	72	17.4%	42%
Master of Divinity	48	11.6%	53%
MEd- Kinesiology, Sport, Rec	45	10.9%	64%
MBA - Business Administration	32	7.7%	72%
MA - Family Psychology/CCMF	31	7.5%	79%
MEd - Gifted and Talented Ed	18	4.3%	84%
MS - Nursing	17	4.1%	88%
MA - Family Ministry	12	2.9%	91%
MS - Environmental Management	10	2.4%	93%
MM - Music Performance	7	1.7%	95%
MBA - Sport Management	6	1.4%	96%
MEd - Reading Specialist	5	1.2%	98%
Doctor of Ministry	4	1.0%	99%
MA - English	3	0.7%	99%
MA - Religion	3	0.7%	100%

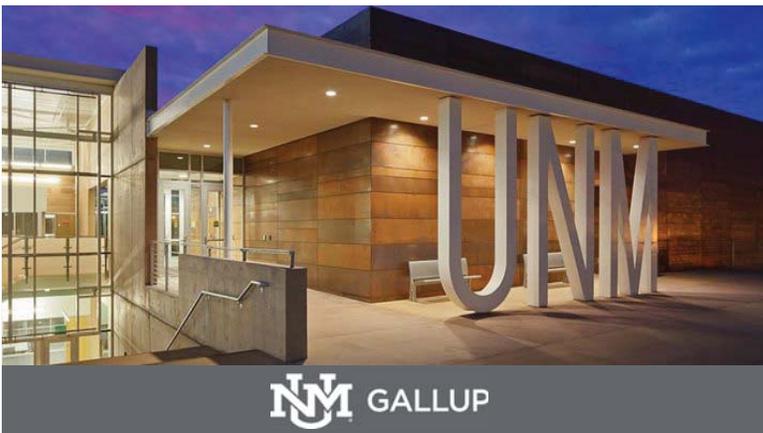
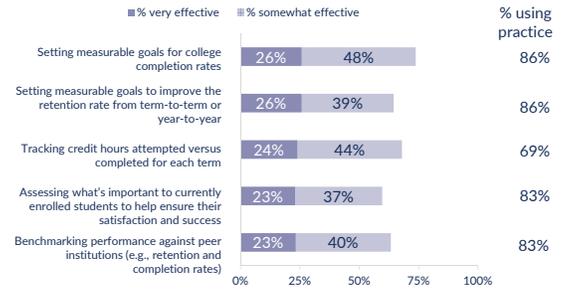
### Top management practices

Two-year public institutions

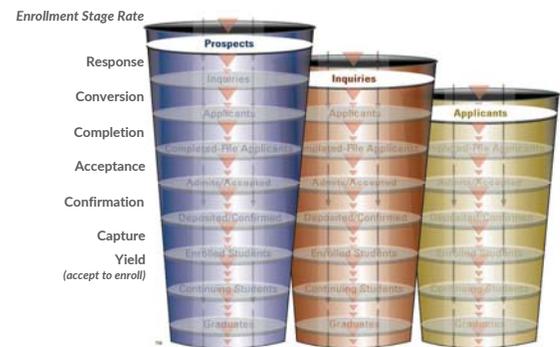


### Management practices, continued

Two-year public institutions



### Funnel management



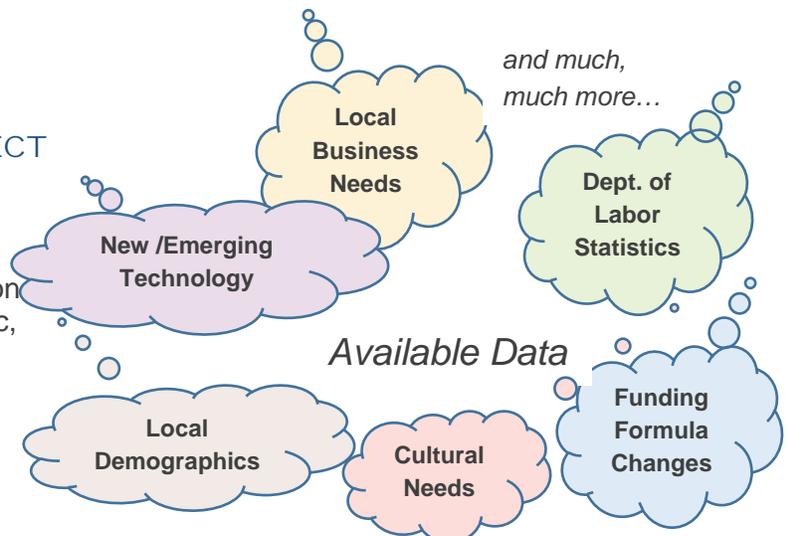


# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

# UNM-G ENVIRONMENTAL SCANNING PROJECT



## Purpose

To analyze trends that may impact the goals and mission of UNM-Gallup (i.e., financial, sociological, demographic, economic, workforce, technological, cultural)

## Overview of Methodology

### 1. Data Collection

#### Interest Area Groups -

- a. Approximately 25 UNM-G faculty & staff
- b. Orientation & training
- c. Data collection
- d. Submit report on interest area(s)

#### Personal Interviews -

- a. 10 voluntary interviewees
- b. Semi-structured questions
- c. Audio-recorded interviews

#### Focus Groups -

- a. UNM-G faculty, staff & students
- b. Local Businesses & Community Members
- c. Audio-recorded sessions
- d. Structured questions

#### Surveys -

- a. Online format/ anonymous
- b. UNMG students, faculty/staff, Gallup community, local businesses

### 2. Data Analysis

- a. Automatic audio transcription to text
- b. Identify core trends & themes

### 3. Public Forum / Announcement of Results

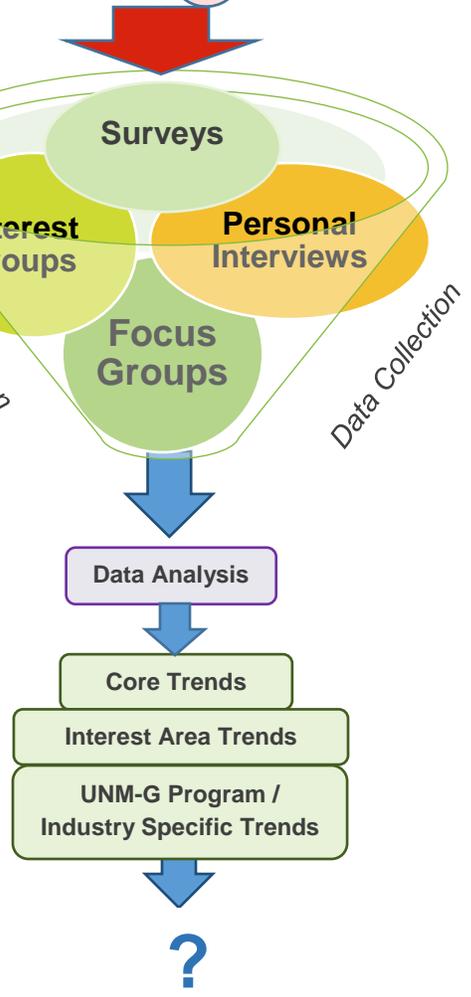
- a. Open to the public
- b. Discussion of Results
- c. Questions & Comments

### 4. Formal Publication of Results -

- a. Brochure style
- b. Conveys Results for Public Distribution

## Tentative Timeline of Events

1. Pre-Planning: February 30 <sup>th</sup> – June 19 <sup>th</sup>	4. Public Forum: August 13 <sup>th</sup> – August 20 <sup>th</sup>
2. Data Collection: June 20 <sup>th</sup> – August 1 <sup>st</sup>	5. Publication of Results: August 20 <sup>th</sup> – August 31 <sup>st</sup>
3. Data Analysis: August 1 <sup>st</sup> – August 10 <sup>th</sup>	





# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19



## **Dean of Instruction Chair of Business and Applied Technology**

The University of New Mexico – Gallup Campus is searching for dynamic and innovative leaders for two top-level administrative positions. UNM-Gallup, as a minority/majority institution, serves a mission where diversity and inclusion promote a culture of contrast rather than a contrast of culture. UNM-Gallup successfully operates as a community college while also having access to the resources of the entire University of New Mexico system. This gives us the capability of functioning as a transfer institution, career training hub, provider of workforce and community education and an early college model. UNM-Gallup has the ability to flex and grow as needs arise while offering students credentials from the largest university in the state.

The successful candidate for the **Dean of Instruction** position will join a strong executive team and be instrumental in leading initiatives such as strategic enrollment planning, program assessment and analysis of environmental and economic metrics to design academic programs that are effective, timely and responsive to student and community needs. As chief academic officer, the dean of instruction will promote, and facilitate the highest quality in academic curriculum and academic support programs for planned growth of the campus.

A concurrent search is being undertaken for a **Chairperson** for the division of Business and Applied Technology, Workforce Development, Community Education and Center for Career and Technical Education. The lead administrator of this department manages, creates and inspires learning in all career and technical education programs of study which serve a richly diverse population ranging in age from dually enrolled high school students to non-traditional students returning to upgrade or learn new career skills. This chairperson will have the opportunity to work closely with the local community to determine areas of need and design ways for UNM-Gallup to meet those needs.

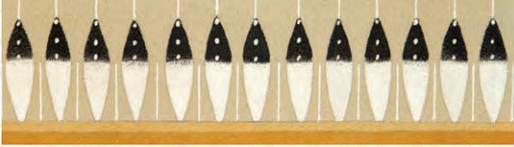
From our place high on the Colorado plateau, outdoor living is abundant as we sport everything from mountain biking and hiking to hot air ballooning. Our location conveniently puts us at a place where an easy two-hour drive in any direction offers some of the best skiing, mountain climbing, hiking, scenery and retail opportunities in the country. If this sounds interesting, consider joining us as we transform student lives and move the world from the mesa.

Please refer to the institutional profile and position qualifications below and consider how UNM-Gallup might fit into your future career plans.

For more information on UNM Gallup campus, log on to <https://www.gallup.unm.edu/>  
Apply Today at UNMJobs <https://unmjobs.unm.edu/>

# EACH OF US DEFINES ALL OF US.

HERE AT UNM-GALLUP, WE ARE A COMMUNITY OF UNIQUE PERSPECTIVES RESPECTING AND EMBRACING OUR DIFFERENCES. WE ARE A CULTURE OF CONTRAST RATHER THAN A CONTRAST OF CULTURE, UNAFRAID TO LET OUR COLORS RUN AND BLEND AND WE LET THE VERY THINGS THAT DIVIDE US BECOME THE THINGS THAT CONNECT US TO EACH OTHER. SO WE CAN CREATE, COLLECT AND BE INSPIRED BY KNOWLEDGE — ABOUT EVERYTHING FROM NURSING AND CONSTRUCTION TECHNOLOGY TO FINE ARTS, DENTAL ASSISTING, LIBERAL ARTS AND BUSINESS. WHAT MAKES US DIFFERENT MAKES US STRONG — AND A FORCE TO BE RECKONED WITH.



# NOT WHAT YOU **EXPECT.**

SOAKED IN SUN AND HISTORY AND SURROUNDED BY STRIKING, UNTAMED NATURAL BEAUTY, THE UNM-GALLUP STATE OF MIND IS EASYGOING AND NATURAL, YET PROUD AND DETERMINED. RESPECTFUL AND TRADITIONAL, YET PROGRESSIVE. THIS IS WHERE OLD AND NEW, LIGHT AND SHADOW, HUNDREDS OF VARIATIONS OF CULTURES COLLIDE. AND SOMEHOW GET ALONG.

**THIS ISN'T JUST A PLACE, IT'S A WAY TO BE.**



**TO BE AMAZED.**

EXPECT  
UNLESS YOU



# ON A PLATEAU BELOW A GREAT SKY NEXT TO **SHIMMERING RED ROCKS.**

Live and learn in a historic city on an expansive mesa over a mile above sea level. Experience a campus that's simultaneously traditional yet modern, small-town yet diverse and brimming with light and possibilities. This is UNM-Gallup. A friendly place in a city just around the corner from ordinary, bisected by historic Route 66 and surrounded by thousands of years of history and culture. Within 30 minutes in any direction you can find beautiful red rocks that change colors with the movement of the sun, forests of pines and aspens, and landscape that serves as awe-inspiring examples of the kind of wild, natural beauty that wraps around everything here and rushes off in every direction. You'll see.

## **AND SPEAKING OF THE SKY...**

It's just kind of bigger here...and bluer...it seems to sweep much higher overhead, but also reaches down to kiss the sun-tanned plateau from horizon to horizon. Because that's what the sky does over Gallup. It collaborates with hundreds of wide-open miles of some of the most untamed territory in the Southwest to make an unforgettable impression on you. To inspire you.

## **GET HERE, AND GET OUT THERE.**

This is one of the country's premier places to get moving outdoors. Active lifestyle aficionados, welcome to paradise. Want to hit the trails? You'll find hundreds of miles of world class biking and hiking trails. Horseback riding? Yes, we've got horses, too. And sand dunes, forests and red rocks to climb. Prefer to float above the scenery?

Hot air ballooning is huge here.

# UNALIKE MINDED.

Here at UNM-Gallup, we are all different together. It is our differences that make us stronger and allow for strong collaborations across all academic disciplines. We think that is a great reason for you to come here - to be among those who are like you, but mostly unlike you, in a place where we feel it our

honor to support you academically, socially and culturally in every way. This is your opportunity to embrace and display your own culture while experiencing and sharing points of view you can't even imagine yet. Being unlike together - it's what makes us special.

THE UNIVERSITY OF NEW MEXICO - GALLUP  
IS A **MINORITY-MAJORITY UNIVERSITY.**  
94% OF OUR STUDENT BODY IDENTIFY AS MULTIETHNIC  
OR A RACIAL MINORITY.



**IT'S OUR DIFFERENCES THAT UNITE US.**

# UNM-GALLUP IS DEEPLY AND UNIQUELY ROOTED IN NEW MEXICO

Look around. Our campus looks like New Mexico. It blends with the environment. It feels like New Mexico. There is no mistaking where you are when you're here. The art we create and display. The architecture - the buildings we live, work and learn in. This is the University of New Mexico-Gallup Campus. As a branch campus of New Mexico's flagship University, of we live and breathe and embrace who we are and where we are.

This oasis of knowledge is a community within a community, where you can grow and experience life and learning. Peaceful places to search for answers, think big thoughts, create new thinking and make the unbelievable and unthinkable doable every day. Here you can reach for the stars while standing on common ground. Your home away from home that's still close to home.



**"THE BEST TIME TO  
PLANT A TREE WAS 20  
YEARS AGO. THE SECOND  
BEST TIME IS NOW."**

*-Chinese Proverb*



# STUDENT SUCCESS ISN'T SOMETHING WE TAKE LIGHTLY AT UNM-GALLUP.

===== YOUR SUCCESS IS OUR SUCCESS =====

## Some reasons our Lobos do so well:

- 18:1 Student to faculty ratio – Our faculty know their students and students have a chance to know their instructors and their other classmates.
- Most classes capped at 25 students – Small classes allow for personalized attention and more interactive learning.
- Intramural Sports – Students, faculty and staff have the opportunity to participate in friendly competition in a variety of sports including basketball, volleyball, cross-country and dodgeball.
- Recreation Services – Inspire your athletic side in the Physical Education Complex which houses a regulation basketball court, cardio and weight rooms, and full-sized locker rooms. The fitness trail surrounding the complex provides a great place to hike and run while taking in the local scenery.
- Zollinger Library – With beautiful views of the surrounding red rocks, the Zollinger Library offers a wide variety of resource and literary materials, a computer lab, individual and group study areas.
- College Bookstore – Visit the bookstore for textbook needs, school supplies, snacks and the latest in Lobo fashions.

## Outstanding Faculty:

- 30% of Faculty earned a PhD
- 76% of Faculty earned a Masters, PhD, or terminal degree
- Many faculty work professionally in their teaching areas.



FACULTY FOCUS

DR. MATTHEW MINGUS

Assistant Professor  
Arts and Sciences

“Students at UNM-Gallup seem driven to accomplish the educational goals that they set for themselves. Our students believe, rightly, that a degree or certificate from UNM-Gallup will make them better people and give them greater economic opportunities. UNM-Gallup faculty are experts in their respective fields and also experts at transmitting their knowledge to students in accessible and engaging ways.”

# DEGREES & CERTIFICATE PROGRAMS

[www.gallup.unm.edu](http://www.gallup.unm.edu) - Click on *Degrees/Certificates* to find more information

## CERTIFICATE PROGRAMS

Automotive Technology  
Bookkeeping  
Collision Repair Technology  
Construction Technology  
Construction Technology-Carpentry  
Construction Technology-Electrical  
Cosmetology/Barbering  
Dental Assisting  
Diabetes Prevention Specialist  
Drafting Technology  
Early Childhood Multicultural Education  
Health Information Technology-Coding  
Human Services  
Information Technology  
Organizational Management &  
Public Administration  
Welding Technology

## ASSOCIATE OF APPLIED SCIENCE DEGREES (AAS)

Automotive Technology  
Collision Repair Technology  
Construction Technology  
General Studies  
Legal Assistant

## ASSOCIATE OF SCIENCE DEGREES (AS)

Health Information Technology  
Medical Laboratory Technology  
Nursing (RN)  
Science

## ASSOCIATE OF ARTS DEGREES (AA)

Art Studio  
Business Administration  
Criminal Justice-Law Enforcement  
Criminal Justice-Corrections  
Early Childhood Multicultural Education  
Human Services  
Liberal Arts  
Pre-professional Education  
Psychology



## STUDENT PROFILE

**DR. ALFREDA NELSON**  
UNM-Gallup alum  
BS NMSU, Chemistry, 2008  
PhD, Molecular Pharmacology and  
Experimental Therapeutics, 2015

“Deciding to attend the University of New Mexico’s Gallup campus is one of the best decisions I ever made. Upon entering UNM-Gallup, I was an undeclared major still trying to find a path to take in life. It was my college chemistry class that was a major turning point for me. The class was challenging and it was my decision to accept that challenge that put me on track towards a bachelor’s degree in chemistry. I am currently in the Academic Science Education and Research Training (ASERT) program at UNM’s Health Science Center, where I will continue my scientific research training and also gain experience teaching at local community colleges that partner with UNM. Learning is a continuous process and my goal for the future is to make scientific education more accessible to minority students, which includes American Indians and Alaskan Natives.”



# DIVISIONS

[www.gallup.unm.edu](http://www.gallup.unm.edu) – Click on either *Degrees/Certificates* or *Academic Catalog* to find more information



## FACULTY FOCUS

### JOHN ZIMMERMAN

Associate Professor  
Arts and Sciences

"One of my greatest joys about teaching at UNM-Gallup is to bring the entire world of Ceramics into my classroom. Recently I was invited by a museum in China to create large clay sculptures for outdoor display. Through this experience I am able to bring back first-hand knowledge about Chinese arts and culture to my students, which in turn, expands their worldview."

## ARTS AND SCIENCES

Artists, mathematicians and science lovers can all find a place here. This is where you come to get a strong and broad education in humanities that can be a jumping-off spot to almost anywhere. Faculty in Arts and Sciences educate you in a little bit of everything so you'll be ready for anything. Degrees in Science, Art Studio, Liberal Arts or General Studies expand and challenge you to be ready for a lifetime of careers and future degrees.



## BUSINESS AND APPLIED TECHNOLOGY

We know you're ready to go get that first job. Or improve your skills for the next job. Start here. This is where we develop welders. And cosmetologists. And construction technologists or bookkeepers. And more than 19 certificates and degree programs that get you ready to be competitive in your field. You'll see – we have nearly 100% job placement rates in most of our programs.



## FACULTY FOCUS

### JOE SANCHEZ

Welding Instructor  
Business and Applied Technology

"Why do I teach at UNM-Gallup? I teach here to inspire my students to be the next leaders and innovators of our community - they are our future. Teaching is my investment for our growth. I always tell my students, 'to be great you just have to start.' "



# DIVISIONS

[gallup.unm.edu](http://gallup.unm.edu) - Click on either *Degrees/Certificates*  
or *Academic Catalog* to find more information

BY THE WAY - MANY UNM-GALLUP PROGRAMS  
ARTICULATE TO ONLINE BACHELOR AND GRADUATE  
PROGRAMS THROUGH UNM EXTENDED LEARNING IN  
CASE YOU WANT TO STAY CLOSE...AND GO FAR.



**FACULTY FOCUS**  
**SABRINA EZZELL**  
Director  
Nursing Program

"Our nursing program offers small class sizes, which allow faculty to know students by name creating a personalized learning experience. Nursing students also receive individualized academic assistance to provide them with the support they need to be successful."



**FACULTY FOCUS**  
**REBECCA JOHNSON**  
Program Specialist  
Community-based Education  
and Workforce Development

"In Community Education, we believe every individual has a gift that can benefit someone. Recognizing and bringing both of them together is the key."

## EDUCATION, HEALTH AND HUMAN SERVICES

This is where our students begin to tackle issues that can change lives - including their own. UNM-Gallup offers a perfect learning lab in multicultural education that our students can take anywhere.

Another of our goals? Teach and improve healthcare - all our Allied Health and Human Services programs teach students how to solve problems. Be change-makers. Improve lives. Sounds promising? It is - our students get jobs in the area or continue on for Bachelor degrees at very high rates. Powerful and prepared.

## COMMUNITY-BASED EDUCATION AND WORKFORCE DEVELOPMENT

So we know not everyone wants to get into a degree or certificate program - at least not right away. Or maybe you need an industry credential to advance in your current career. You know, get that competitive edge. Or maybe, you just want to learn something fun. Start here. We have a wide variety of non-credit classes, enrichment courses, adult basic education modules and GED prep sessions. We can even custom-design workforce development trainings. Also, check out our Small Business Development Center for business start-up assistance.



# COMMUNITY IMPACT

They call us a community college for a good reason. We're out there. Our students are out there making a difference. Practicing what they are learning. And our doors are wide open.

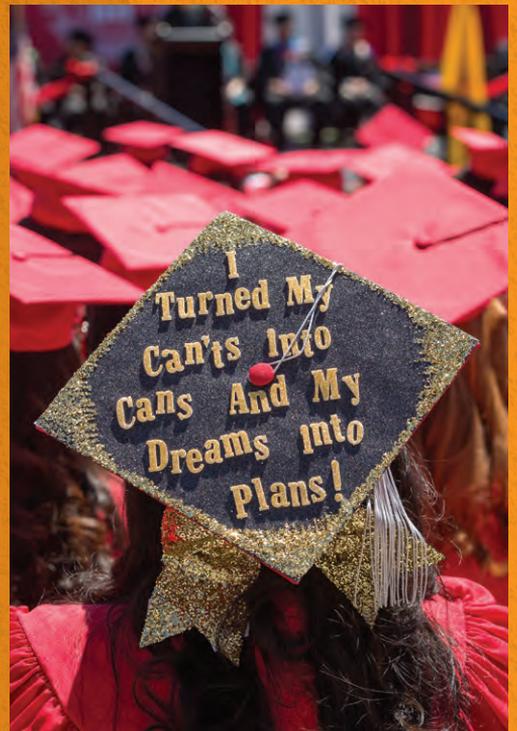
We have high school students and community members here all the time. Middle College, High School, dual credit classes, Center for Career and Technical Education, local events - we are here for the community and share our UNM-Gallup spirit because the community has always been there for us.

730 Dual credit students  
94 Middle College High School Students  
113 Small Business Development Center clients  
800 Community Education and Workforce Development students  
400 ABE/GED/ESL students  
(2014-2015 Academic Year)



FACULTY FOCUS  
**JOE KEE**  
Instructor of Navajo Studies  
Arts and Sciences

"Navajo language fluency is quite an issue. I still have the hope that Navajo will be spoken and these translations are a way to reassure our children we are not giving up."



## Dean of Instruction

### Minimum Qualifications:

- Earned doctorate
- Three years earned tenure and ability to qualify for rank of Professor at UNM-Gallup
- Three years work experience at level of senior academic leadership including chair or dean level

### Preferred Qualifications:

- Five years leadership experience in higher education administration
- Demonstrated oversight of faculty promotion and tenure system
- Demonstrated leadership in facilitating organizational change and academic strategic planning
- Demonstrated oversight and monitoring of complex instruction budgets including securing grant funding from private, state and federal resources
- Experience in application of instructional technology, including e-learning, distance learning and classroom/curriculum management systems
- Experience working with a diverse student population and commitment to meeting the needs of students
- Evidence of working collaboratively with businesses, schools, governments and the community-at-large to identify and meet the educational , workforce and applied tech needs of the local service area
- Evidence of leadership in strategic enrollment management
- Evidence of commitment to diversity, equity, inclusion and student success as well experience with broadly diverse communities



# Chairperson, Business and Applied Technology

## Minimum Qualifications:

- Masters degree in field or equivalent of six years professional or post-secondary experience in a discipline within the division
- One to two years experience in one or more of the following areas: Applied Technology (Automotive, Welding, Construction, Cosmetology, Drafting, Information Technology, Criminal Justice), Workforce Development or Community Education
- Relevant teaching experience, preferably in post-secondary education

## Preferred Qualifications:

- PhD, Doctoral degree or ABD within an area of the division or closely related discipline
- Experience in academic administration at Chair level or higher
- Experience in a post-secondary setting interpreting and implementing policies and managing budgets
- Experience in diverse programs implementing education programs and academic standards
- Demonstrated commitment to diversity, equity, inclusion and student success as well as experience working with broadly diverse communities.





# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

**Exhibit 1 - UNM GALLUP Campus  
Summary of Current and Plant Funds**

		Original		Revised		Actuals 2018	
		Budget 2018		Budget 2018		Period 11	
		Period 14		Period 14		Period 11	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
<b>Revenues</b>	Instruction and General	14,939,333	942,000	14,927,428	571,165	13,122,187.98	.00
	Student Social and Cultural Ex 15	87,000	0	88,000	0	76,888.56	.00
	Research Ex 16	0	2,272	0	7,887	.00	.00
	Public Service Ex 17	13,250	869,209	42,111	1,203,899	59,120.00	.00
	Internal Services Ex 18	0	0	0	0	159.38	.00
	Student Aid Ex 19	0	0	0	0	14,756.82	.00
	Auxiliaries Ex 20	1,451,510	0	1,451,510	0	820,382.90	.00
<b>Subtotal Current Funds</b>		<b>16,491,093</b>	<b>1,813,481</b>	<b>16,509,049</b>	<b>1,782,951</b>	<b>14,093,495.64</b>	<b>.00</b>
<b>TOTAL Revenues</b>		<b>16,491,093</b>	<b>1,813,481</b>	<b>16,509,049</b>	<b>1,782,951</b>	<b>14,093,495.64</b>	<b>.00</b>
<b>Beginning Balance</b>	Instruction and General	3,609,672	0	4,344,561	0	5,336,533.57	.00
	Student Social and Cultural Ex 15	93,225	0	38,142	0	13,350.91	.00
	Public Service Ex 17	126,222	0	306,979	0	253,818.45	.00
	Internal Services Ex 18	9,872	0	11,630	0	11,630.15	.00
	Student Aid Ex 19	18,357	0	185,543	0	201,043.17	.00
	Auxiliaries Ex 20	(365,366)	0	201,945	0	(435,374.02)	.00
<b>Subtotal Current Funds</b>		<b>3,491,982</b>	<b>0</b>	<b>5,088,800</b>	<b>0</b>	<b>5,381,002.23</b>	<b>.00</b>
<b>TOTAL Beginning Balance</b>		<b>3,491,982</b>	<b>0</b>	<b>5,088,800</b>	<b>0</b>	<b>5,381,002.23</b>	<b>.00</b>
<b>Total Available</b>	Instruction and General	18,549,005	942,000	19,271,989	571,165	18,458,721.55	.00
	Student Social and Cultural Ex 15	180,225	0	126,142	0	90,239.47	.00
	Research Ex 16	0	2,272	0	7,887	.00	.00
	Public Service Ex 17	139,472	869,209	349,090	1,203,899	312,938.45	.00
	Internal Services Ex 18	9,872	0	11,630	0	11,789.53	.00
	Student Aid Ex 19	18,357	0	185,543	0	215,799.99	.00
	Auxiliaries Ex 20	1,086,144	0	1,653,455	0	385,008.88	.00
<b>Subtotal Current Funds</b>		<b>19,983,075</b>	<b>1,813,481</b>	<b>21,597,849</b>	<b>1,782,951</b>	<b>19,474,497.87</b>	<b>.00</b>
<b>TOTAL Total Available</b>		<b>19,983,075</b>	<b>1,813,481</b>	<b>21,597,849</b>	<b>1,782,951</b>	<b>19,474,497.87</b>	<b>.00</b>

**Exhibit 1 - UNM GALLUP Campus  
Summary of Current and Plant Funds**

		Original		Revised		Actuals 2018	
		Budget 2018		Budget 2018		Period 11	
		Period 14		Period 14			
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
<b>Expenditures</b>	Instruction and General	15,617,333	942,000	15,405,897	571,165	12,148,930.48	.00
	Student Social and Cultural Ex 15	87,000	0	62,209	0	23,774.25	.00
	Research Ex 16	0	2,272	0	7,887	.00	.00
	Public Service Ex 17	13,250	869,209	63,440	1,203,899	72,426.60	.00
	Internal Services Ex 18	0	0	0	0	7,370.73	.00
	Student Aid Ex 19	100,000	0	115,500	0	46,188.88	.00
	Auxiliaries Ex 20	1,411,510	0	1,411,070	0	724,969.58	.00
<b>Subtotal Current Funds</b>		<b>17,229,093</b>	<b>1,813,481</b>	<b>17,058,116</b>	<b>1,782,951</b>	<b>13,023,660.52</b>	<b>.00</b>
<b>TOTAL Expenditures</b>		<b>17,229,093</b>	<b>1,813,481</b>	<b>17,058,116</b>	<b>1,782,951</b>	<b>13,023,660.52</b>	<b>.00</b>
<b>Transfers</b>	Instruction and General	(623,335)	0	(513,504)	0	(533,504.00)	.00
	Student Social and Cultural Ex 15	0	0	(1,000)	0	(1,000.00)	.00
	Public Service Ex 17	0	0	74,490	0	74,489.11	.00
	Student Aid Ex 19	100,000	0	100,000	0	101,936.44	.00
	Auxiliaries Ex 20	(40,000)	0	596,879	0	616,879.89	.00
<b>Subtotal Current Funds</b>		<b>(563,335)</b>	<b>0</b>	<b>256,865</b>	<b>0</b>	<b>258,801.44</b>	<b>.00</b>
<b>TOTAL Transfers</b>		<b>(563,335)</b>	<b>0</b>	<b>256,865</b>	<b>0</b>	<b>258,801.44</b>	<b>.00</b>
<b>Ending Balance</b>	Instruction and General	2,308,337	0	3,352,588	0	5,776,287.07	.00
	Student Social and Cultural Ex 15	93,225	0	62,933	0	65,465.22	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	126,222	0	360,140	0	315,000.96	.00
	Internal Services Ex 18	9,872	0	11,630	0	4,418.80	.00
	Student Aid Ex 19	18,357	0	170,043	0	271,547.55	.00
	Auxiliaries Ex 20	(365,366)	0	839,264	0	276,919.19	.00
<b>Subtotal Current Funds</b>		<b>2,190,647</b>	<b>0</b>	<b>4,796,598</b>	<b>0</b>	<b>6,709,638.79</b>	<b>.00</b>
<b>TOTAL Ending Balance</b>		<b>2,190,647</b>	<b>0</b>	<b>4,796,598</b>	<b>0</b>	<b>6,709,638.79</b>	<b>.00</b>
<b>Total Expenditures, Transfers and Balances</b>		<b>19,983,075</b>	<b>1,813,481</b>	<b>21,597,849</b>	<b>1,782,951</b>	<b>19,474,497.87</b>	<b>.00</b>



# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

**UNM GALLUP CAMPUS**

**LOCAL BOARD**

**BYLAWS**

**ADOPTED BY THE UNM GALLUP LOCAL BOARD ON:  
April 30, 2003**

**First Amendment Adopted & Included October 20, 2010  
Second Amendment Adopted & Included October 22, 2014  
Third Amendment Adopted & Included February 21, 2017  
Fourth Amendment Adopted & Included April 4, 2017**

,Chairperson

,Secretary

## **ORGANIZATION**

### 100 **NAME**

These are the Bylaws for the UNM Gallup Campus Local Board; hereafter referred to as the Board.

### 110 **MEMBERS**

~~The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One and Two by voters of the McKinley County School service area, Positions Three and Four by the voters of the Zuni Public School service area and one (1) Position Five, by voters of McKinley County and Zuni Public Schools service areas. Elections shall be governed by New Mexico State Statute, Chapter 22, NMSA 1978.~~

~~The Second Amendment Organization 110 Members dated October 22, 2014 hereby replaces the By-Laws Organization 110 Members.~~

The Fourth Amendment dated April 4, 2017 hereby replaces the Second Amendment Organization 110 Members.

### 120 **ELECTION OF OFFICERS**

The Board shall elect a chairperson, a vice chairperson, and a secretary from among its members. The election shall be held at the regular March Board meeting.

The term of office shall be for one year beginning immediately upon election and ending at the regular March Board meeting one year thereafter when successors have been duly elected.

The Board may hold a special election to fill permanent officer vacancies.

### 130 **LOCAL BOARD DUTIES**

The duties of the Board shall be as stipulated by the Operating Agreement (Attachment A) between the Gallup Local Board and the University of New Mexico Board of Regents, and by the Branch Community College Act, as amended.

### 140 **BOARD COMMITTEES**

#### 140.1 **Standing Committees**

No individual member and no group comprising less than a quorum of the Board shall be designated as a standing committee to perform any of the Board's functions.

#### 140.2 **Temporary Committees**

With the consent of the Board, the chairperson shall appoint temporary committees comprising less than the full membership for special purposes. These committees shall be discharged on the completion of their assignment. The chairperson shall be an ex-officio member of any such committee. The chairperson shall have the option of appointing community members for special committees with a consent of the majority of the Board.

140.3 **Chief Executive Office's Committees**

The Chief Executive Officer may form committees to assist him/her in acquiring specific technical knowledge in determining community response to current issues. The members of these committees will be appointed by the Chief Executive Officer and selected from persons possessing the desirable expertise.

The input from these committees may be presented to the Local Board and may through the Chief Executive Officer and with the concurrence of the proper University administration be presented to the Board of Regents of the University of New Mexico. If a committee report is taken to the Board of Regents, it must first be presented to the Local Board.

150 **CENTER FOR CAREER AND TECHNICAL EDUCATION EXECUTIVE COMMITTEE (CCTE)**

The CCTE (formally the Area Vocational School) Executive Committee is made up of the following: UNM-G Chief Executive Officer, CCTE Principal, Chair of CCTE Steering Committee and Superintendents of: Gallup-McKinley County School District, Zuni Public School District, Rehoboth Christian School, and Wingate High School (BIA). This is the governing body of the CCTE and responsible for all policies therein. A semester report, presented by the CCTE Steering Committee Chair, shall be made to the Board.

150.1 **CCTE Steering Committee**

The CCTE Steering Committee is comprised of the counselors and administrators from the schools sending students to CCTE and the administrators from UNM-G. All are members by the invitation of the CCTE Executive Committee. The duty of the CCTE Steering Committee is to advise the CCTE Executive Committee as to policy changes, additions or deletions and act as a liaison between participating schools and the CCTE Administration.

160 & 160.1 **Middle College High School** Removed by First Amendment dated October 20, 2010.

## **DUTIES OF MEMBERS AND AUXILIARY PERSONNEL**

200 **DUTIES OF THE CHAIRPERSON**

The chairperson shall preside at all meetings of the Board and shall appoint all committees unless otherwise directed by the Board.

The chairperson shall have the right to discuss questions and to vote thereon.

The chairperson shall sign for the Board and generally represent the Board at all times when it is not convened. In this function, in the absence of official Board action, the chairperson may not make commitments which bind the Board. The chairperson shall notify the convened Board at the next regular meeting of any such representations.

210 **DUTIES OF THE VICE CHAIR**

The vice chair shall preside in the absence of the chairperson.

220 **DUTIES OF THE SECRETARY**

The Executive Assistant to the Chief Executive Officer of the UNM Gallup Campus shall act as the recording secretary.

In the absence of the chairperson or secretary, another member of the Board shall act as signatory. The elected secretary shall be the official board secretary.

230 **INDIVIDUAL MEMBERS**

Members of the Board have no individual authority, unless delegated by the Local Board.

**METHOD OF OPERATION**

300 **AMENDMENT AND REVIEW OF BYLAWS AND OPERATING AGREEMENT**

300.1 **Board Bylaws**

The Board's Bylaws shall be reviewed annually at the summer retreat.

Bylaws or amendments to the existing Bylaws of the Board shall be proposed at one Board meeting and voted on at the next regular meeting. An affirmative vote by at least a simple majority of those members of the Board in attendance shall be necessary to adopt a bylaw or amendment. A proposed bylaw or amendment may be further amended at the next meeting and may then be voted on at the same meeting.

300.2 **REVIEW OF OPERATING AGREEMENT**

The Operating Agreement with the University of New Mexico Board of Regents shall be reviewed by all parties as deemed necessary, but at least biennially.

310 **BOARD MEETINGS**

The Chief Executive Officer's Office shall notify all Board members of Regular, Special, Information and Emergency meetings of the Board.

310.1 **Open Meetings Act**

Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to 10-15-4) states that, except as may be otherwise provided in the constitution or the provisions of the Open Meetings Act, all meetings of the quorum of members of any board, council, commission or other policy-making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times.

Any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public.

Section 10-15-1(D) of the Open Meetings Act requires the Board to determine annually what constitutes reasonable notice of its public meetings.

### 310.2 **Regular Meetings**

The date and time of regular meetings will be established during the annual summer retreat or at the August meeting, or whenever a majority of the Board vote to change the existing date and time. ~~Meetings will be held on an alternating basis at the UNM Gallup Executive Conference Room and the UNM Gallup South Campus Conference Room unless otherwise announced.~~ The agenda for the regular meetings will be set up by the Chief Executive Officer and the chairperson and will be mailed to the Board no later than one week prior to the regular meeting.

~~The Second Amendment dated October 22, 2014 hereby replaces the deleted portion of the above paragraph.~~

The Third Amendment dated February 21, 2017 hereby replaces the Second Amendment.

Background and resource material pertinent to agenda items shall be distributed to Board members through the Chief Executive Officer's office and mailed to the Board no later than one week prior to the regular meeting.

Agenda items may be added for discussion only at the beginning of a regular meeting by a majority vote of the Board members present.

Regular meetings shall generally follow the standard parliamentary procedure of Robert's Rules of Order, except when otherwise provided by these bylaws.

Executive sessions may be called by the chairman of the Board when necessary.

Fifteen minutes shall be allowed in each regular meeting agenda for public input.

### 310.3 **Notice Requirements of Regular Meetings**

Based upon the meeting dates determined during the annual summer retreat or at the August Meeting, the Board shall review the Resolution Determining Reasonable Notice of Public Meetings of the UNM Gallup Local Board at the August or September meeting and determine whether any amendments are warranted. The Resolution shall be published annually listing the dates, time and location of monthly meetings. Monthly meeting agendas shall be given to the news media in the College District for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall be posted in a conspicuous place in the Chief Executive Officer's office no later than seventy-two (72) hours before the regular meeting. If a meeting date or location is changed from the annual published schedule, notice will be given to the media for legal ad publication at least seventy-two (72) hours prior to the meeting.

NMSA 1978, 10-15-1(F).1 changed to 72 hour notice from 24 hour notice reflect a legislative amendment enacted in 2013 that requires a public body to make the agenda of a regular or special meeting available to the public at least 72 hours in advance of the meeting and to post meeting agendas on a public body's website if one is maintained.

Notices will be sent to all federally licensed broadcast stations and newspapers of general circulation in McKinley County that request in writing to receive copies of Board notices.

### 310.4 **Special Meetings**

Special meetings may be called at any time by the chairperson or by written request of any three (3) members of the Board, or by the Chief Executive Officer. An attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

For any such meeting, notice of the date, time and place shall be given to the news media for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda

items shall be posted in the Chief Executive Officer's Office. Special meetings shall be conducted according to the bylaws governing regular meetings, where applicable, and each meeting shall have an announced agenda.

NMSA 1978, 10-15-1(F).1 changed to 72 hour notice from 24 hour notice reflect a legislative amendment enacted in 2013 that requires a public body to make the agenda of a regular or special meeting available to the public at least 72 hours in advance of the meeting and to post meeting agendas on a public body's website if one is maintained.

### 310.5 **Emergency Meetings**

Emergency meetings will be called only under circumstances which demand immediate action. The governing Board shall avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or by any three (3) board members upon twenty-four (24) hour notice, unless threat of personal injury or property damage requires less notice. For any such meeting, an attempt shall be made to notify each Board member at least twenty-four (24) hours in advance.

Notice of the date, time and place of the Emergency meeting shall be given to the news media for publication at least twenty-four (24) hours in advance unless the threat of personal injury or loss or damage to property makes that impossible in which case notice will be given as soon as possible. The general subject matter of the meeting shall also be given.

Emergency meetings need not have an agenda; however, the general subject matter of such meetings should be announced.

Emergency meetings shall be conducted according to the bylaws governing regular meetings, where applicable.

### 310.6 **Information Meetings**

Information meetings may be called by the Chief Executive Officer or any Board member.

For such meetings, an attempt shall be made to notify each Board member at least seventy-two (72) hours in advance.

No official action by the Board may be taken, and a quorum need not be present to conduct such a meeting.

### 310.7 **Executive Sessions**

The governing Board may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirement under Section 10-15-1(E) of the Open Meetings Act.

If any meeting is closed during an open meeting, such closure shall be approved by the majority vote of the quorum of the governing board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

If the decision to hold a closed session is made when the governing board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subject to be discussed is given to the members and the general public.

Except as provided in Section 10-15-1(E), any action taken as a result of discussion in a closed meeting shall be made by vote of the governing board at an open public meeting.

310.8 **Quorum**

Three (3) Board members, meeting at a designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions by the Board must be made by a majority vote of those present.

The only business that can be conducted in the absence of a quorum is to take measures to obtain a quorum, fix a time of adjournment, take a recess, or hold an information meeting.

310.9 **Procedures For Making Reports and Recommendations to the Board**

Reports, recommendations or requests for the Board may be submitted by any person. Such reports, recommendation or requests must be submitted to the Chief Executive Officer's office allowing sufficient time for copies to be submitted to individual Board members for study. Such material should be submitted at least ten (10) days in advance of a regular meeting.

310.10 **Adequate Information to Precede Action**

At any meeting, the Board shall defer action on any questions for which the Board determines insufficient information exists until such time as adequate information is furnished.

The Chief Executive Officer may be requested to examine and evaluate information and recommend action before the Board makes a decision.

310.12 **Minutes**

Minutes shall be kept of all Board meetings except meetings or portions of meetings closed pursuant to the New Mexico Open Meetings Act.

Draft minutes shall be prepared within ten (10) working days after any meeting.

Minutes shall not become official until approved by the Board and signed by the chairperson and elected secretary.

Minutes shall record the dates, time and place of the meeting, the names of Board members in attendance and those absent; a statement of what proposals were considered; and a record of any decisions made by the Board and of how each member voted at each vote.

All minutes, once official, shall be open to public inspection.

**FIRST AMENDMENT TO THE BYLAWS**  
**OF**  
**UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

1. Section 160 – Middle College High School (MCHS) is deleted in its entirety.
2. Section 161.1 – MCHS Governing Council is deleted in its entirety.

All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing First Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on October 20, 2010.

  
\_\_\_\_\_  
Virginia R. Chavez, Chair

  
\_\_\_\_\_  
June Shack, Secretary

**SECOND AMENDMENT TO THE BYLAWS  
OF  
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus ("Bylaws") are hereby amended pursuant to Section 300 of the Bylaws as follows:

**ORGANIZATION**

110 **MEMBERS**

~~The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One and Two by voters of the McKinley County School service area, Position Three by the voters of the Zuni Public School service area and Position Four and Five, by voters of McKinley County and Zuni Public Schools service areas.~~

The Fourth Amendment dated April 4, 2017 Organization 110 Members hereby replaces the Second Amendment.

**METHOD OF OPERATION**

310.2 **Regular Meetings**

~~Meetings will be held at the UNM Gallup Chief Executive Officer's Conference Room and once each semester at the UNM Gallup South Campus Conference Room unless otherwise announced.~~

The Third Amendment dated February 21, 2017 Method of Operation hereby cancels the Second Amendment to the Bylaws.

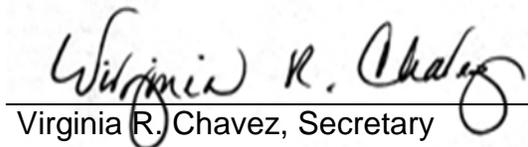
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer's Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Second Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on October 22, 2014.



Ralph Richards, Vice Chair



Virginia R. Chavez, Secretary

**THIRD AMENDMENT TO THE BYLAWS  
OF  
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

**METHOD OF OPERATION**

**310.2 Regular Meetings**

Meetings will be held at the UNM Gallup Executive Conference Room unless otherwise announced.

The Third Amendment Method of Operation hereby cancels the Second Amendment dated October 22, 2014 to the Bylaws.

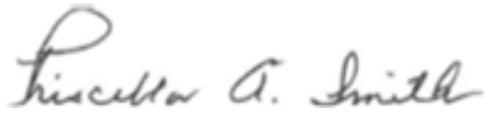
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Third Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on February 21, 2017.



\_\_\_\_\_  
Ralph Richards, Chair



\_\_\_\_\_  
Priscilla Smith, Secretary

**FOURTH AMENDMENT TO THE BYLAWS  
OF  
UNM GALLUP CAMPUS LOCAL BOARD**

The Bylaws of the Local Board of the UNM Gallup Campus (“Bylaws”) are hereby amended pursuant to Section 300 of the Bylaws as follows:

**ORGANIZATION**

110 **MEMBERS**

The Local Board of the UNM Gallup Campus of the University of New Mexico shall be composed of the five members elected by registered voters as follows: Positions One, Two and Three by voters of the McKinley County School service area, and Positions Four and Five, by voters of McKinley County and Zuni Public Schools service areas.

The Fourth Amendment Organization hereby cancels the Second Amendment dated October 22, 2014 to the Bylaws.

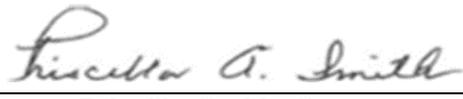
All other provisions of the Bylaws are hereby affirmed and remain unchanged.

Officer’s Certificate

We, the undersigned Chair and Secretary of the Local Board of the UNM Gallup Campus, certify the foregoing Fourth Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on April 4, 2017.



\_\_\_\_\_  
Ralph Richards, Chair



\_\_\_\_\_  
Priscilla Smith, Secretary



# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
- 7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19**
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

**OPERATING AGREEMENT  
BETWEEN  
THE BOARD OF REGENTS OF THE UNIVERSITY OF NEW MEXICO  
AND  
THE LOCAL BOARD OF THE GALLUP CAMPUS OF THE UNIVERSITY OF NEW  
MEXICO**

This agreement between the Board of Regents and the Gallup Advisory Board is founded on the recognition of the need and opportunity for the parties to partner together to provide quality educational services through a cooperative, coordinated effort.

The specific duties and responsibilities of the Advisory Board in relation to the operation of the Gallup Campus include the following:

1. Act as an advisory board to the Board of Regents or their designee in all matters pertaining to the conduct of the Gallup Campus.
2. Approve an annual budget for the Gallup Campus for recommendation to the Board of Regents for final approval.
3. Provide approval and certification for the tax levy, as required by state law, to the Gallup County Commission.
4. Call Elections for the Advisory Board positions pursuant to the Branch Community College Act, Section 21-14-2.1, NMSA 1978.

The Board of Regents, or their designee, shall have full authority and responsibility in relation to all matters of the Gallup Campus, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters. The UNM Main Albuquerque campus (hereinafter referred to as “Albuquerque Campus”) shall provide administrative support to the Gallup Campus in exchange for an administrative services fee, as set forth below in this Agreement.

The Advisory Board and the UNM Board of Regents, or their designee, shall jointly conduct a search for qualified candidates for Chief Executive Officer (CEO). The Board of Regents, or their designee, after consultation with the board, shall then select the CEO for the Branch community college.

Pursuant to the provisions above:

1. The Board of Regents through their designee shall have full authority and responsibility in relation to all matters of the Branch, although the Advisory Board shall be consulted and will serve in an advisory capacity in such matters.

2. The Branch will propose the curricula to be offered, subject to the approval of the UNM Office of the Provost. Course offerings shall be drawn from UNM lower division courses and technical courses to meet local needs.

UNM shall honor credits earned by students at the branch, in accordance with the following regulations:

- a. Credits earned in lower division courses that have been approved by the UNM Faculty Senate and Office of the Provost shall carry residence credit and be applicable to all UNM baccalaureate programs.
  - b. Credits earned in lower division technical courses offered by the Branch that have been approved by the Office of the Provost, may count towards degree programs specific to the branch and may transfer to UNM baccalaureate programs without explicit articulation agreements or exceptions defined in the UNM Faculty Handbook policy F80.
3. Degree and certificate programs at a branch shall be available to other branches subject to any accreditation requirements.
  4. Financial oversight of the Branch shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures.

No funds of the Albuquerque Campus or any other UNM branch shall be allocated for the support of the Gallup Campus, although indirect administrative costs may be borne by UNM. No funds of the Gallup Campus may be reallocated to the Albuquerque Campus or to any other UNM branch, except for the payment of the administrative services fee, defined below.

The branch will remit annually to UNM a fee for the use of all management systems of records as of July 1<sup>st</sup>, 2018, including those employed for financial services, enrollment services, advisement services, legal services, library services, enterprise systems, data services, research services, learning management systems, grants and contracts, planning and campus development, faculty contracts and human resources to the extent that no direct transfer of funds is required. Administrative service fees may not be changed for the duration of the agreement, however, new services that may cost more to UNM during the term of this agreement the Branch will be assessed their portion of the cost if they choose to be included in the new services.

The Branch may, at its discretion, contract with UNM administrative divisions for other services. Service Level Agreements are to be negotiated between the relevant administrative division(s) and the Branch. It is understood that the Branch may, at its discretion, contract with non-UNM vendors for any services other than those required for the management systems of record. Should negotiations reach an impasse, the matter will be negotiated by the Branch Advisory Board Chair or his/her designee and the Board of Regents President and his/her designee.

## **POLICIES:**

1. The Board of Regents or their designee will meet with Branch Advisory Boards or their designee at least once a year or more often as needed to foster and sustain communication between the Branch and UNM Albuquerque.
2. All employees of the Branch campus are employees of the University of New Mexico and subject to the policies and procedures thereof, including annual performance reviews. The CEO of the Branch reports to the UNM Provost, who will conduct his or her annual performance review. Input on the CEO's performance will be sought, and the outcomes of the review shared, with the Advisory Board. Authority for contract decisions to remove or retain the CEO rest with the UNM Provost, after consultation with the President and the Advisory Board. Authority for all other contract decisions, including salary, performance improvement plans, or interim appointments in the event of a vacancy in the office of the CEO, rest with the UNM Provost.
3. As part of UNM, the Branch shall have available to it liability insurance under the public liability fund administered by the New Mexico Risk Management Division. The New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, will govern any liability of the Branch.
4. The Branch may use facilities other than public school facilities, subject to the approval of the Provost.
5. All rights and responsibilities of the Board of Regents in this Agreement not specifically delegated herein and not requiring Board of Regents approval by statute, regulation, or University policy, are hereby delegated to the Provost of the University, who may re-delegate them as appropriate.

## **ADDITIONAL STATUTORY REQUIREMENTS**

1. All property acquired for the Branch shall be held in the name of the Board of Regents. In the event the agreement is terminated and a different public college entity evolves from the Branch, all property shall be transferred by the Board of Regents and conveyed to the governing board of the new public college entity.
2. This agreement shall be binding upon both the Board of Regents and the Branch Advisory Board; however, it may be terminated by mutual consent or it may be terminated by either board upon six months' notice. If the branch community college has outstanding general obligation or revenue bonds, neither the Board nor the Board of Regents may terminate the Agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1 NMSA 1978.

The UNM Board of Regents or their designee and the Branch Advisory Board shall review this Agreement as they deem necessary, but at least biennially per statutory requirement. Any changes must be in writing and have signature approval of both UNM Board of Regents and the Branch Advisory Board. The amount of administrative services fee paid by the Branch to the Board of Regents is set at 3.6% based on actual expenditures from the previous year and will be in force from July 1, 2018 thru June 30, 2019. Subsequent rate amounts will be negotiated with proper advanced notice by the Board of Regents or their designee and the Branch Advisory Board or their designee. Should the two parties to this agreements (BOR and Elected Advisory Boards) come to an impasse on matters including but not limited to the amount of the administrative fee paid by the Branches to the Albuquerque Campus, the matter will go to a mutually agreed arbitrator who will render a decision binding to both parties. The Branches and the Albuquerque Campus will share arbitrations costs.

This Agreement has been reviewed, accepted, and approved as follows:

For the Board of Regents of  
The University of New Mexico

For the Advisory Board of  
The Branch Campus

---

UNM President

---

Branch Chairperson

---

Date Signed

---

Date Signed



# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

# 2018

## July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# 2019 - 2020

## January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# TITLE PAGE TAB

June 19, 2018

1. UNMG Local Board Strategic Communication
2. Local Board Update: Strategic Enrollment Planning In-House FY19
3. Environmental Scanning Graphic
4. Dean/Chair recruitment Brochure
5. Monthly Consolidated Budgets
6. UNM Gallup Campus Local Board Bylaws
7. Operating Agreement Between The Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico-FY2018-19
8. FY2018-19 Calendar Worksheet
9. Local Board Code of Ethics-FY2018-19

## LOCAL BOARD CODE OF ETHICS

The citizens in my community have elected me to represent them. As a member of the UNMG Local Board, I will strive to improve higher education for all UNMG students and to that end, I will:

1. Attend all scheduled Board meetings insofar as possible and will come to each meeting prepared and ready to debate issues fully and openly;
2. Recognize that I have no legal authority outside the Board meetings and that all decisions of the Board will be made at a public meeting; to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact; remember that the board derives its authority from the community; and that it must always act as an advocate on behalf of the entire community;
3. Work in harmony with my fellow members of the Board to always promote cooperation in spite of differences of opinion that arise during vigorous debates of points of issue and preserve the integrity of the Board;
4. Avoid speaking on behalf of the Board except at those times when the Board, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;
5. Upgrade my performance as a Board member by informing myself about current educational issues by individual study and through participation in programs provided by the State and National Community College Trustees Associations, and by engaging in a regular and ongoing process of training and continuous improvement;
6. Support the employment of those persons best qualified to serve as school faculty and staff and make every effort to ascertain that all employees are properly remunerated for their services and that they are dealt with fairly in the performance of their duties;
7. Avoid temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district;
8. Accept that my primary function is to oversee the policies by which UNMG is administered; and that the actual administration of the education programs is delegated to the Executive Director and her/his staff while creating and maintaining a spirit of true cooperation and a mutually supportive relationship with the Executive Director;
9. Welcome and encourage active participation and cooperation by citizens, organizations, and the media with respect to current college operations and proposed future developments, for a better understanding of their needs and improvement of relations with the public that I serve;
10. Remember that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;
11. Bear in mind that once a decision is made that the board speaks with one voice.
12. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

**PASSED** by the UNM Gallup Local Board, this \_\_\_\_ day of August, 2018.

\_\_\_\_\_  
Ralph Richards, Chair

\_\_\_\_\_  
Olin Kieyoomia, Vice Chair

\_\_\_\_\_  
Priscilla Smith, Secretary

\_\_\_\_\_  
Gerald O'Hara, Member

\_\_\_\_\_  
Teri Garcia, Member

(Seal)