

LOCAL ADVISORY

BOARD MEETING

TUESDAY

August 16, 2022 | 4 P.M.

Office of the Chancellor

UNM-GALLUP LOCAL ADVISORY BOARD MEETING

Tuesday, August 16, 2022 | 4:00 p.m. | Board Room (Gurley Hall 1216A)

Office of the Chancellor

VIII. New Business Ralph Richards. Chair

- A. ACTION ITEM: Vote - Review annually per (300.1) UNM Gallup Campus Local Advisory Board Bylaws
- B. ACTION ITEM: Vote - Review at least biennially per Bylaws (300.2) the Operation 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
- C. ACTION ITEM: Vote - Establish annually per Bylaws (310.2) Regular Meetings – Dates and Times FY2022-23
- D. ACTION ITEM: Vote and Sign - OuAis



UNM-GALLUP ADVISORY BOARD MINUTES

Tuesday, May 17, 2016 10:10:17 AM



AGENDA ITEM VI:
CHAIR'S REPORT

- A. Report from the temporary committee on the Review of the Operating Agreement Between the Board of Regents of The University of New Mexico and the Local Board of the Gallup Campus of the University – Signed November 2018
Board Member Vian reported on behalf of the committee. Language in the MOA that pertains to bringing in outside organizations to offer certificate and degree programs is being revised. A draft of the MOA with revisions will be presented at the next regular board meeting.
- B. June Board Meeting, Retreat
ACTION ITEM: Vote to cancel the June 21st board meeting. Chris Vian motioned to cancel the June 21st meeting, Teri Garcia seconded the motion. Approved unanimously by voice vote. Retreat tentatively scheduled for July 19th. Dr. Ezzell will confirm availability with Sacred Heart Retreat Center.

AGENDA ITEM VII:
CHANCELLOR'S REPORT

- A. Academic Affairs: UNM Strategic Plan 2040 – Dr. Primozic reviewed the UNM 2040 Strategic Plan 2040 highlights. The Strategic Planning Committee, a faculty assembly committee, will lead the planning discussion using the 2040 plan as a template starting in the fall.
- B. Business Operations: Robert Griego delivered the UNM-Gallup summary of current and plant fund report for 2022, period 10. Comparison of actuals for 2020, 2021 and 2022 were also discussed.
- C. Student Services: Dr. Lee shared that enrollment is down 6.1% for summer, but fall enrollment remains up at 21.28% compared to this time last year.

AGENDA ITEM VIII:
OLD BUSINESS

None.

AGENDA ITEM IX:
PUBLIC COMMENTS NOT RELATED TO ITEMS ON THE AGENDA

None.

AGENDA ITEM X:
COMMENTS FROM LOCAL ADVISORY BOARD MEMBERS NOT RELATED TO ITEMS ON THE AGENDA

Add the summer EDPY 310 course to the marquis sign to help with enrollment.



**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 Chancellor. The Board of Regents, or their designee, after consultation with the board, shall then select the Chancellor 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.

Input on the Chancellor'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 Chancellor 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 Chancellor, rest with the UNM Provost.

3. Search committees for vacant executive positions will include members of the UNMG Advisory Board as follows:

Chancellor – 2 board members
Dean of Instruction – 1 board member
Director of Business Operations – 1 board member
Director of Student Affairs – 1 board member

4. 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.
5. The Branch may use facilities other than public school facilities, subject to the approval of the Provost.
6. 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.
7. This proposed agreement expresses UNM main campus' commitment to better fostering full 4-year and (2 plus 2) degree programs tailored to the specific needs and priorities of each UNM branch and their communities. At the same time, it strives to protect UNM's interest at the branches and main campus and in keeping a coherent academic mission with healthy enrollments.

~~Regulation 10.9 (e).~~

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 gen11.04 0 0 11..5 (y)10.8 1 08r5tdgBonaer

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 Co1eL
elec

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. EBT 14-57 (for rep) - 1321(6) 8.348 D(i)3

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.

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

**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,

**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 of the Local Board of the UNM Gallup Campus of the University of New Mexico as follows: (a) the President of the Local Board; (b) the Vice President of the Local Board; (c) the Secretary of the Local Board; (d) the Treasurer of the Local Board; and (e) the Chair of the Local Board.

OPEN MEETINGS RESOLUTION
OF THE
UNM - GALLUP LOCAL ADVISORY BOARD

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

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

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

WHEREAS, notice of the meeting of the UNM Gallup Local Board on J X Q H has been given at least seventy-two (72) hours prior to the time of the public meeting at which this Resolution is to be

- E. Additional notices: notice of special and emergency meetings shall also be posted in a conspicuous place in the UNM Gallup Administration Office at the same time notice is posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/>.

Notice of the information meetings shall be posted in a conspicuous place in the UNM Gallup Administration Office at the same time Board members are informed of such meetings. Notices will be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> and sent to all federally licensed broadcast stations and newspapers of general circulation in McKinley County that request in writing to receive copies of Board meeting notices.

The Board shall review these notice requirements annually at the last scheduled regular meeting of the fiscal year and determine whether any amendments are warranted.

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

The foregoing determination shall be applicable to the Board Meeting held on this 23rd day of June 2020, and all meetings held after June until 0 D \ 202

Pursuant to Section 10-15-1(C) of the Open Meetings Act, any member of the UNM Gallup Local Advisory Board may participate in a meeting of the Local Advisory Board of the Gallup Campus, by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the members to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the Local Advisory Board of the Gallup Campus who speaks during the meeting.

In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the C K D Q F H O O R U V Office (505) 863-7501 at least one week prior to the meeting as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the C K D Q F H O O R U V Office if a summary or other type of format is needed.

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

- § If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of the quorum of the UNM Gallup Local Advisory Board taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting; and
- % If the decision to hold a closed meeting is made when the UNM Local Advisory Board is not in open meeting, the closed meeting shall not be hel

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

PASSED by the UNM Gallup Local Board, this ^{WK} day of June, 202 .

ATEST:

LOCAL BOARD CODE OF ETHICS

The citizens include:
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
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