



The University of New Mexico-Gallup
Local Advisory Board

Meeting Agenda & Packet
September 19, 2023



Office of the Chancellor

UNM-GALLUP LOCAL ADVISORY BOARD MEETING

Tuesday, September 19, 2023 | 4:00 p.m.

Gurley Hall 1216A, 705 Gurley Ave, Gallup, NM 87301

2D video and voice on <https://unm.zoom.us/j/92875461620>

One tap mobile +17193594580,,92875461620# US

AGENDA:

- I. Call to Order | Mr. Ralph Richards, Chair
 - A. Confirmation of a Quorum
 - B. Adoption of the Agenda

- II. ACTION ITEM | Vote to Approve Minutes: June 20, 2023

- III. Public Comments Related to Items on the Agenda (Limit: 3 minutes per speaker)
All speakers must sign in with the recording secretary at tgriego2003@unm.edu

- IV. Comments from Faculty and Staff Constituents
 - A. Faculty Assembly | Dr. Keri Stevenson
 - B. Staff Council | Mr. Frank Sanchez
 - C. Public Relations | Mr. Richard Reyes

- V. Comments from Local Advisory Board Members Related to Items on the Agenda

- VI. Chair's Report | Mr. Ralph Richards
 - A. Welcome John Zimmerman, Dean of Instruction

- VII. Executive Team's Report
 - Chancellor | Dr. Sabrina Ezzell
 - A. HED Capital Outlay Summer Hearings
 - B. Daycare opening
 - Dean of Instruction | Mr. John Zimmerman
 - A. Academic Affairs update
 - Director of Student Affairs | Ms. Jayme McMahon
 - A. Student Affairs update
 - Director of Business Operations | Mr. Robert Griego
 - A. UNMG Campus Summary of Current and Plant Fund Report: Period 2
 - B. UNM Foundation Consolidated Investment Fund Gallup Branch Program Endowment Activity and Endowment Spending Distribution for the quarter Ended March 31, 2023

- VIII. New Business | Mr. Ralph Richards, Chair
 - A. ACTION ITEM: Vote - Review annually per (300.1) UNM Gallup Campus Local Advisory Board Bylaws
 - B. ACTION ITEM: Vote and Sign - Open Meetings Act Resolution in accordance with NMSA 1976, Section 10-15-1 through 10-15-4 and NMSA 1978, Section 10-15-1.C. 2023-2024
 - C. ACTION ITEM: Vote and Sign - Local Advisory Board Code of Ethics – 2023-2024
 - D. ACTION ITEM: Vote - Election of Local Advisory Board Officers per Bylaws (120): The Board shall elect a chairperson, a vice chairperson and a secretary from among its members...The Term of office shall be for one year beginning immediately upon election and ending...when successors have been duly elected.

- IX. Old Business | Mr. Ralph Richards, Chair

- X. Public Comments Not Related to Items on the Agenda (Limit: 3 minutes per speaker)
All speakers must sign in with recording secretary at tgriego2003@unm.edu

- XI. Comments from Local Advisory Board Members Not Related to Items on the Agenda

- XII. Adjourn

If you are an individual with a disability 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 Chancellor's Office tgriego2003@unm.edu as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Chancellor's Office if a summary or other type of accessible format is needed.

UNM-GALLUP ADVISORY BOARD MINUTES

Tuesday, June 20, 2023 | 4:00 P.M. | Gurley Hall 1216A

UNM-GALLUP LOCAL BOARD:

Ralph Richards	Present
Teri Garcia	Present
Becky Apel	Present
Chris Vian	Present
Johnty Cresto	Absent

UNM-GALLUP STAFF & GUESTS:

Dr. Sabrina Ezzell, Chancellor
Dr. Daniel Primožic, Dean of Instruction
Robert Griego, Dir. of Business Operations
John Zimmerman, Division Chair
Richard Reyes, Public Relations Specialist
Tina Griego, Executive Admin. Assistant

AGENDA ITEM I: CALL TO ORDER

Chair Ralph Richards called the June 20, 2023 regular meeting of the UNM-Gallup Local Advisory Board to order at 4:05 PM with roll call. A quorum was present.

Motion was made by Board Member Garcia to approve the UNM-Gallup Local Advisory Board Agenda as presented. Motion was seconded by Board Member Vian and approved by unanimous roll call vote at 4:06 PM.

AGENDA ITEM II:

VOTE TO APPROVE MINUTES

Motion was made by Board Member Garcia to approve the April 18, 2023 Board Regular meeting minutes as presented. Motion was seconded by Board Member Apel and approved by unanimous roll call vote at 4:07 PM.

AGENDA ITEM III:

PUBLIC COMMENTS

None

AGENDA ITEM IV:

COMMENTS FROM STUDENT, FACULTY & STAFF CONSTITUENCIES

Faculty Assembly: Matt Mingus, Faculty Assembly President was not present at the June 20, 2023 meeting so no report was given.

Staff Council: Frank Sanchez, Staff Council President was not present at the June 20, 2023 meeting so no report was given.

Public Relations: Richard Reyes – Still placing ads with local publications. In the website newsroom, Richard has been trying to step up his stories, so there have been quite a few, -social media is doing pretty well. As far as marketing, PR is working with the HR department to update some of the promotional materials. PR may work with departments within UNMG to update their promo items once a year in order to get us on brand. Richard is also working with Neysa Cox, Dental Assisting Program Director who requested some help with social media for her program in order to get her enrollment rates up. Our Sr. Web Designer, Carmen Wellborn's last day was last week so we will be hiring soon to replace her. In the

meantime, Richard will be managing the website. Recent Job fair had a great turn out. Lastly, the Education department's commercials will start running at the movie theater in the very near future. After that, we will share them on social media. ASE testing is going well and will be transitioned from academic affairs to student affairs. Richard is currently working on the Fall 2023 advertising Campaign and two stories that are focused on nursing students.

AGENDA ITEM V:

COMMENTS FROM LOCAL ADVISORY BOARD MEMBERS RELATED TO ITEMS ON AGENDA

None

AGENDA ITEM VI:

CHAIR'S REPORT

- A. Board Positions – Chairman Richards asked if the Board Members who were in attendance and whose Board Position terms are up, if they have decided to seek re-election. Board Member Apel has decided to run in the November 2023 election, but Board Member Garcia will not seek re-election. Sign up date is August 29, 2023 at Gallup McKinley County Courthouse.

AGENDA ITEM VII:

CHANCELLOR'S REPORT

Chancellors Report | Dr. Sabrina Ezzell

- A. HED Capital Outlay Summer Hearings:
Mr. Griego, Director of Business Operations and Dr. Ezzell will attend the Summer Hearings this summer on July 27, 2023 at UNM Valencia. UNM-Gallup has two supplemental requests and one GO Bond request to present at the hearings. The first supplemental request is for the CTE project which is for 2.4 million in additional costs for construction materials. Another supplemental request for 1.5 million is for the Gurley Hall Student Experience funded by the 2022 GO Bond, which has yet to get started. For the GO Bond 2024, we are requesting 4 Million to renovate the Fine Arts Department, which has not been renovated since 1985. It is in dire need of updating. The art department is important to our community. Fine arts are important to our community's livelihood. We did request no institutional funding match for the 2024 GO Bond.
- B. New Dean Selection – Professor John Zimmerman has been selected as the new Dean of Instruction at UNM-Gallup and will assume the role on 7/1/23. Congratulations to John!

Business Operations | Mr. Robert Griego, Director of Business Operations

- A. Robert Griego delivered the UNM-Gallup Summary of Current and Plant Fund Report 2023 Period 11.

Student Affairs | Jayme McMahon, Director of Student Affairs

A. No report was given due to the absence of Ms. McMahon

AGENDA ITEM VIII:

NEW BUSINESS

- A. Determine Board Schedule Academic Year 2024 – It was decided that the Board Meetings will follow the current schedule (roll-over). Meetings will continue to be held on the 3rd Tuesday at 4 pm in the Executive Conference Room. The meeting dates will be posted on the UNM-Gallup website in the next couple of weeks.

Motion was made by Board Member Garcia to accept the current Board Meeting schedule into AY 24. Motion was seconded by Board Member Vian. There was no discussion on the matter and approved by unanimous roll call vote at 4:32 pm.

AGENDA ITEM IX:

OLD BUSINESS

- A. Board Member terms - Chairman Richards stated the ONLY date to submit their application to run for the UNM-Gallup Local Advisory Board election in November 2023, is on August 29, 2023.

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

None.

AGENDA ITEM XII:

ADJOURN

Motion to adjourn meeting was made by Board Member Garcia. Motion was seconded by Board Member Apel and approved by unanimous roll call vote. Meeting adjourned at 4:34 pm.

Next Board meeting to be held on Tuesday, 8/15/23 at 4:00 pm in the Executive Conference Room.

Ralph Richards, Chair

Becky Apel, Secretary

Report to Local Advisory Board

September 19th, 2023

Dr. Keri Stevenson, Faculty Assembly President

Faculty are discussing:

- Financial transparency; faculty are interested in seeing the revival of the mini-grant committee, which dissolved during the pandemic, and eager for the beginning of the CTE renovation.
- Professional development sessions, spreading them throughout the year rather than sequestering them at the beginning of the semester. In particular, faculty are concerned about both student mental health and their own. The investment of UNM-Gallup and UNM in general in this aspect of health is greatly appreciated.
- AI policies and procedures and academic honesty. UNM has provided guidance on the “creative possibilities” of AI that does not seem to address plagiarism directly. UNM-Gallup English faculty are discussing how to create policies addressing AI in their courses. Dr. Tracy Lassiter, UNM-Gallup’s Online Coordinator, will present at the September Assembly meeting about best practices in relation to AI.

Faculty will continue:

- Operations Committee meetings with the executive team members each month.
- Monthly Ops Committee meetings on Zoom.
- Monthly Faculty Assembly meetings that are hybrid with the Zoom link available for remote attendees.

Public Relations Update

Local Advisory Board meeting – Sept. 19, 2023

Richard Reyes, Sr. Public Relations Specialist

IN THE NEWS

- **Gallup Independent (subscription required)**
 - Jun 17: [City won't consider abortion ordinance \(faculty member quoted\)](#)
 - June 23: [UNM-G to host Water Leadership Institute Workshop](#)
 - July 3: [2 UNM medical students give back to community through service](#)
 - July 8: [Navajo Tech awarded nearly \\$400K for research projects \(UNM mentioned\)](#)
 - July 12: [County breaks down capital outlay, allocations](#)
 - July 24: [Obituary – Pedro Flores \(former fire science instructor\)](#)
 - Aug. 2: [Free skin cancer screening returns to Gallup](#)
 - Aug. 7: [Free skin cancer screening a 'benefit' to community](#)
 - Aug. 14: [Obituary – Bruce Schuurmann \(former anatomy/physiology instructor\)](#)
 - Aug. 18: [RMCH deemed critical access hospital](#)
 - Aug. 26: [What's News – 2023 election candidate documents filing date is Tuesday](#)
 - Aug. 28: [Bright Futures – Center provides affordable care for teachers, students](#)
 - Sept. 9: [Students return to UNM-G after pandemic drop](#)
- **Gallup Sun**
 - July 21: [Two UNM-Gallup students place fourth at SkillsUSA nationals](#)
 - Aug. 11: [GMCS, UNM-G partner to offer daycare services](#)
 - Aug. 18: [Confronting trauma](#)
 - Aug. 26: [New UNM research shows wildfire smoke impact on the brain](#)
 - Sept. 1: [New UNM research shows impact of COVID-19 on Native Americans](#)
- **Gallup Journey**
 - July 2023: [A showcase of skill and sportsmanship](#)
 - August 2023: [2 Lobos place 4th at SkillsUSA nationals](#)

ADVERTISING

- Fall 2023 Registration: We did print advertising with the Gallup Sun, Gallup Independent and Gallup Journey. We did radio advertising with Millennium Media. And we tested the waters with online advertising through Meta (Facebook, Messenger, Instagram). We want to continue exploring online advertising. I know enrollment is up this semester, but it's difficult to track the exact impact of advertising on those numbers.
- Education Commercial: We ran into issues early on in trying to get the commercial aired at Red Rock 10, but those were eventually resolved and the ad started running July 3. Education personnel say registration in their programs increased from 52 students to 63; however, it's difficult to measure the impact of the commercial.
- I am exploring online advertising through iHeart Media. I made initial contact with their reps and I'm awaiting a proposal/quote.

WEBSITE NEWSROOM

- June 16: [Gallup instructor earns UNM Teaching Excellence Award](#)
- June 22: [UNM grad, Gallup adjunct earns nursing master's with 4.19 GPA](#)
- June 30: [How to "Touch a Life"](#)
- July 7: [2 Lobos place 4th at SkillsUSA nationals](#)

- July 28: [GMCS, UNM-G partner to offer daycare services](#)
- Sept. 1: [UNM-Gallup accepts challenge to better serve Native American students](#)

SOCIAL MEDIA

- **Facebook:** 5,023 followers (+82 since last update)
- **Instagram:** 1,096 followers (+58)
- **LinkedIn:** 1,176 followers (-92)
- **Twitter:** 582 followers (-1)

MARKETING

- **New Marketing Materials:** I created a new rack card that gives a “Glance” at UNM-G for the New Mexico Legislature’s interim Indian Affairs Committee back in August. Speaking with the executive team, we decided we’d like to move in this direction with our marketing materials (as opposed to a viewbook). I’ll be working with individual departments and programs to update all of our marketing materials over time.

EVENTS

- **Holiday in New Mexico:** We had our first meeting recently and we’re instituting a few changes. We will primarily have booths from our internal departments/programs. We want to focus more on quality this year as opposed to quantity. Last year’s Holiday felt overcrowded. We’re trying to scale back in some ways as well (such as not purchasing posole this year). We’re still figuring out the entertainment aspect.

PENDING/IN PROGRESS

- **Sr. Web Designer:** Two finalists were offered the position but did not accept. We’re still accepting applications until Sept. 22. We are re-advertising for this position in the Navajo Times, Gallup Sun and Gallup Independent. We are also testing online advertising through LinkedIn. Again, we want to continue exploring more online advertising.
- **Newsletter** – I started a new email newsletter this semester. It’s a way for the executive team to address the campus community and provide updates. It’s also a way to share news items. I’m hoping to expand it to the general community as well.
- **Visitors Guide** – The Gallup-McKinley County Chamber of Commerce is seeking advertisers for their 2024 Visitor’s Guide. We plan to advertise and work with the chamber and City of Gallup on potential content in the printed guide and on the VisitGallup.com website.

**UNMG Capital Projects
Summer Hearings July 2023**

Supplemental Requests:

1. CTE project:
GO Bond 2020 \$3 million
UNMG matching \$3,405,300
2023 supplemental 1.8 million
2024 supplemental 2.4 million
Total: \$10,605,300

2. Student experience project:
GO Bond 2022 \$3 million
UNMG Matching 1 million
2024 supplemental 1.5 million
Total: \$5.5 million

GO Bond 2024

1. Fine arts department renovation:
GO Bond 2024 \$4 million
Matching waiver request
Total: \$4 million

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

		Original		Revised		Actuals 2024	
		Budget 2024		Budget 2024		PERIOD 02	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	Instruction and General	16,466,844	154,900	16,466,844	0	3,228,200.91	.00
	Student Social and Cultural Ex 15	64,000	0	64,000	0	33,864.10	.00
	Research Ex 16	0	125,000	0	0	.00	.00
	Public Service Ex 17	115,790	1,860,000	115,790	0	41,845.00	.00
	Auxiliaries Ex 20	669,338	0	669,338	0	208,489.61	.00
Subtotal Current Funds		17,315,972	2,139,900	17,315,972	0	3,512,399.62	.00
TOTAL Revenues		17,315,972	2,139,900	17,315,972	0	3,512,399.62	.00
Beginning Balance	Instruction and General	6,635,385	0	0	0	6,996,847.42	.00
	Student Social and Cultural Ex 15	116,307	0	0	0	195,343.75	.00
	Research Ex 16	0	0	0	0	2,936.53	.00
	Public Service Ex 17	415,426	0	0	0	418,132.14	.00
	Internal Services Ex 18	(161)	0	0	0	7,379.38	.00
	Student Aid Ex 19	393,233	0	0	0	508,546.88	.00
	Auxiliaries Ex 20	81,082	0	0	0	(212,231.06)	.00
Subtotal Current Funds		7,641,272	0	0	0	7,916,955.04	.00
TOTAL Beginning Balance		7,641,272	0	0	0	7,916,955.04	.00
Total Available	Instruction and General	23,102,229	154,900	16,466,844	0	10,225,048.33	.00
	Student Social and Cultural Ex 15	180,307	0	64,000	0	229,207.85	.00
	Research Ex 16	0	125,000	0	0	2,936.53	.00
	Public Service Ex 17	531,216	1,860,000	115,790	0	459,977.14	.00
	Internal Services Ex 18	(161)	0	0	0	7,379.38	.00
	Student Aid Ex 19	393,233	0	0	0	508,546.88	.00
	Auxiliaries Ex 20	750,420	0	669,338	0	(3,741.45)	.00
Subtotal Current Funds		24,957,244	2,139,900	17,315,972	0	11,429,354.66	.00
TOTAL Total Available		24,957,244	2,139,900	17,315,972	0	11,429,354.66	.00

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

		Original		Revised		Actuals 2024	
		Budget 2024		Budget 2024		PERIOD 02	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Expenditures	Instruction and General	15,594,223	154,900	15,594,223	0	1,843,217.65	.00
	Student Social and Cultural Ex 15	64,000	0	64,000	0	218.77	.00
	Research Ex 16	0	125,000	2,000	0	.00	.00
	Public Service Ex 17	115,790	1,860,000	115,790	0	32,441.49	.00
	Internal Services Ex 18	1,500	0	1,500	0	(298.10)	.00
	Student Aid Ex 19	100,000	0	100,000	0	45,412.83	.00
	Auxiliaries Ex 20	627,638	0	627,638	0	223,458.08	.00
Subtotal Current Funds		16,503,151	2,139,900	16,505,151	0	2,144,450.72	.00
TOTAL Expenditures		16,503,151	2,139,900	16,505,151	0	2,144,450.72	.00
Transfers	Instruction and General	(872,621)	0	(872,621)	0	(744,937.00)	.00
	Research Ex 16	0	0	2,000	0	1,999.86	.00
	Internal Services Ex 18	1,500	0	1,500	0	.00	.00
	Student Aid Ex 19	100,000	0	100,000	0	.00	.00
	Auxiliaries Ex 20	(41,700)	0	(41,700)	0	.00	.00
Subtotal Current Funds		(812,821)	0	(810,821)	0	(742,937.14)	.00
TOTAL Transfers		(812,821)	0	(810,821)	0	(742,937.14)	.00
Ending Balance	Instruction and General	6,635,385	0	0	0	7,636,893.68	.00
	Student Social and Cultural Ex 15	116,307	0	0	0	228,989.08	.00
	Research Ex 16	0	0	0	0	4,936.39	.00
	Public Service Ex 17	415,426	0	0	0	427,535.65	.00
	Internal Services Ex 18	(161)	0	0	0	7,677.48	.00
	Student Aid Ex 19	393,233	0	0	0	463,134.05	.00
	Auxiliaries Ex 20	81,082	0	0	0	(227,199.53)	.00
Subtotal Current Funds		7,641,272	0	0	0	8,541,966.80	.00
TOTAL Ending Balance		7,641,272	0	0	0	8,541,966.80	.00
Total Expenditures, Transfers and Balances		24,957,244	2,139,900	17,315,972	0	11,429,354.66	.00

**Exhibit 2 - UNM GALLUP Campus
Summary of Instruction and General**

		Original		Revised		Actuals	
		Budget 2024		Budget 2024		2024	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	TUITION AND FEES	2,546,520	0	2,546,520	0	1,318,158	0
	STATE APPROPRIATIONS	11,586,702	0	11,586,702	0	1,816,140	0
	LOCAL APPROPRIATIONS	2,115,722	0	2,115,722	0	53,650	0
	FEDERAL GRANTS AND CONTRACTS	0	73,164	0	0	0	0
	STATE GRANTS AND CONTRACTS	0	72,705	0	0	0	0
	PRIVATE GIFTS GRANTS AND CONTRACTS	0	9,031	0	0	0	0
	SALES AND SERVICES	4,900	0	4,900	0	7,591	0
	OTHER SOURCES	213,000	0	213,000	0	32,661	0
Total Revenues		16,466,844	154,900	16,466,844	0	3,228,200	0
Beginning Balance	RESERVES	6,635,385	0	0	0	6,996,847	0
Total Available		23,102,229	154,900	16,466,844	0	10,225,047	0
Expenditures	INSTRUCTION	8,606,522	69,031	8,606,522	0	923,617	0
	ACADEMIC SUPPORT	1,462,698	38,164	1,462,698	0	226,590	0
	STUDENT SERVICES	1,363,038	47,705	1,363,038	0	171,341	0
	INSTITUTIONAL SUPPORT	2,302,119	0	2,302,119	0	300,884	0
	OPERATION AND MAINTENANCE OF PLANT	1,859,846	0	1,859,846	0	220,785	0
Total Expenditures		15,594,223	154,900	15,594,223	0	1,843,217	0
Transfers (IN) or OUT	TRANSFERS	872,621	0	872,621	0	744,937	0
Ending Balance		6,635,385	0	0	0	7,636,893	0

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

		Actuals 2022		Actuals 2023		Actuals 2024	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	Instruction and General	2,844,869	0	2,901,490	0	3,228,200.91	.00
	Student Social and Cultural Ex 15	29,721	0	30,915	0	33,864.10	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	15,750	0	17,870	0	41,845.00	.00
	Internal Services Ex 18	0	0	0	0	.00	.00
	Student Aid Ex 19	40	0	0	0	.00	.00
	Auxiliaries Ex 20	148,788	0	168,780	0	208,489.61	.00
Subtotal Current Funds		3,039,168	0	3,119,055	0	3,512,399.62	.00
TOTAL Revenues		3,039,168	0	3,119,055	0	3,512,399.62	.00
Beginning Balance	Instruction and General	8,227,480	0	6,585,385	0	6,996,847.42	.00
	Student Social and Cultural Ex 15	179,092	0	167,128	0	195,343.75	.00
	Research Ex 16	0	0	0	0	2,936.53	.00
	Public Service Ex 17	427,851	0	415,926	0	418,132.14	.00
	Internal Services Ex 18	(13,149)	0	(161)	0	7,379.38	.00
	Student Aid Ex 19	361,808	0	393,233	0	508,546.88	.00
	Auxiliaries Ex 20	108,764	0	81,082	0	(212,231.06)	.00
Subtotal Current Funds		9,291,846	0	7,642,593	0	7,916,955.04	.00
TOTAL Beginning Balance		9,291,846	0	7,642,593	0	7,916,955.04	.00
Total Available	Instruction and General	11,072,349	0	9,486,875	0	10,225,048.33	.00
	Student Social and Cultural Ex 15	208,813	0	198,043	0	229,207.85	.00
	Research Ex 16	0	0	0	0	2,936.53	.00
	Public Service Ex 17	443,601	0	433,796	0	459,977.14	.00
	Internal Services Ex 18	(13,149)	0	(161)	0	7,379.38	.00
	Student Aid Ex 19	361,848	0	393,233	0	508,546.88	.00
	Auxiliaries Ex 20	257,552	0	249,863	0	(3,741.45)	.00
Subtotal Current Funds		12,331,014	0	10,761,649	0	11,429,354.66	.00
TOTAL Total Available		12,331,014	0	10,761,649	0	11,429,354.66	.00

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

		Actuals 2022		Actuals 2023		Actuals 2024	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Expenditures	Instruction and General	1,646,063	0	1,641,367	0	1,843,217.65	.00
	Student Social and Cultural Ex 15	602	0	6,220	0	218.77	.00
	Research Ex 16	0	0	0	0	.00	.00
	Public Service Ex 17	3,280	0	1,960	0	32,441.49	.00
	Internal Services Ex 18	193	0	(118)	0	(298.10)	.00
	Student Aid Ex 19	48,790	0	71,502	0	45,412.83	.00
	Auxiliaries Ex 20	171,892	0	153,780	0	223,458.08	.00
Subtotal Current Funds		1,870,820	0	1,874,711	0	2,144,450.72	.00
TOTAL Expenditures		1,870,820	0	1,874,711	0	2,144,450.72	.00
Transfers	Instruction and General	(566,335)	0	(663,933)	0	(744,937.00)	.00
	Research Ex 16	0	0	0	0	1,999.86	.00
	Public Service Ex 17	0	0	0	0	.00	.00
	Internal Services Ex 18	3,600	0	0	0	.00	.00
	Student Aid Ex 19	0	0	0	0	.00	.00
	Auxiliaries Ex 20	0	0	0	0	.00	.00
Subtotal Current Funds		(563,335)	0	(663,933)	0	(742,937.14)	.00
TOTAL Transfers		(563,335)	0	(663,933)	0	(742,937.14)	.00
Ending Balance	Instruction and General	8,859,351	0	7,181,575	0	7,636,893.68	.00
	Student Social and Cultural Ex 15	208,211	0	191,823	0	228,989.08	.00
	Research Ex 16	0	0	0	0	4,936.39	.00
	Public Service Ex 17	440,321	0	431,836	0	427,535.65	.00
	Internal Services Ex 18	(9,743)	0	(43)	0	7,677.48	.00
	Student Aid Ex 19	313,058	0	321,731	0	463,134.05	.00
	Auxiliaries Ex 20	85,660	0	96,083	0	(227,199.53)	.00
Subtotal Current Funds		9,896,858	0	8,223,005	0	8,541,966.80	.00
TOTAL Ending Balance		9,896,858	0	8,223,005	0	8,541,966.80	.00
Total Expenditures, Transfers and Balances		12,331,013	0	10,761,650	0	11,429,354.66	.00

**Exhibit 2 - UNM GALLUP Campus
Summary of Instruction and General**

		Actuals 2022		Actuals 2023		Actuals 2024	
		PERIOD 02		PERIOD 02		PERIOD 02	
		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Revenues	TUITION AND FEES	1,247,178	0	1,302,337	0	1,318,158	0
	STATE APPROPRIATIONS	1,501,020	0	1,559,600	0	1,816,140	0
	LOCAL APPROPRIATIONS	51,633	0	25,177	0	53,650	0
	SALES AND SERVICES	0	0	(106)	0	7,591	0
	OTHER SOURCES	45,037	0	14,482	0	32,661	0
Total Revenues		2,844,868	0	2,901,490	0	3,228,200	0
Beginning Balance	RESERVES	8,227,480	0	6,585,385	0	6,996,847	0
Total Available		11,072,348		9,486,875		10,225,047	
Expenditures	INSTRUCTION	846,150	0	826,117	0	923,617	0
	ACADEMIC SUPPORT	197,499	0	188,441	0	226,590	0
	STUDENT SERVICES	140,997	0	150,188	0	171,341	0
	INSTITUTIONAL SUPPORT	279,214	0	287,994	0	300,884	0
	OPERATION AND MAINTENANCE OF PLANT	182,204	0	188,628	0	220,785	0
Total Expenditures		1,646,064	0	1,641,368	0	1,843,217	0
Transfers (IN) or OUT	TRANSFERS	566,935	0	663,933	0	744,937	0
Ending Balance		8,859,349	0	7,181,574	0	7,636,893	0

Gallup Branch

Administered by the Dean's Office

Endowment Name	Purpose	UNMF Account	Principal Index	Spending Index	Fair Market Value 7/1/2022	Additions (Withdrawals)	Net Investment Earnings (Loss)	Spending Distribution	Fair Market Value 3/31/2023
Woodard Scholarship Fund	Scholarship	610530		151182	0.00	0.00	0.00	0.00	0.00
Administered by the Dean's Office Total :					0.00	0.00	0.00	0.00	0.00

**Your endowment is shared with other schools/colleges or programs.

Gallup Branch
Administered by the Director's Office

Endowment Name	Purpose	UNMF Account	Principal Index	Spending Index	Fair Market Value 7/1/2022	Additions (Withdrawals)	Net Investment Earnings (Loss)	Spending Distribution	Fair Market Value 3/31/2023
Allen and Leone Rollie Scholarship Fund	Scholarship	607370	751010	162023	150,404.31	0.00	5,428.34	(4,419.60)	151,413.05
Basilio Di Gregorio Business Scholarship	Scholarship	605290	751011	751012	123,967.52	0.00	4,474.19	(3,642.78)	124,798.93
Charles Vidal Endowed Scholarship	Scholarship	605840	751004	162015	45,006.91	0.00	1,624.36	(1,322.52)	45,308.75
Cibola Medical Foundation Nursing Scholarship	Scholarship	610478	171015	171016	223,297.65	53.43	8,059.17	(6,561.57)	224,848.68
Desbah Largo Scholarship at the Gallup Branch	Scholarship	601510	751001	162028	29,629.54	0.00	1,069.39	(870.66)	29,828.27
Fred R. Tamony Endowment	Scholarship	607980	751013	751014	126,113.38	0.00	4,551.64	(3,705.81)	126,959.21
Gallup Branch Nursing Scholarship	Scholarship	630960	751005	162030	6,054.20	0.00	218.51	(177.90)	6,094.81
Gallup Faculty Endowed Position in Teacher Education	Faculty Support	650470	151208	151209	0.00	2,500,000.00	87,506.09	0.00	2,587,506.09
Martin and Craig Rubenstein Scholarship Fund for Professional Programs at UNM-Gallup	Scholarship	610558	151192	151193	1,076.70	0.00	39.29	0.00	1,115.99
Mary Ann Zollinger Fund	Scholarship	630950	751000	162029	35,816.79	0.00	1,292.68	(1,052.46)	36,057.01
Myrtle Loughridge Memorial Scholarship	Scholarship	600170	751006	162027	43,232.74	0.00	1,560.34	(1,270.38)	43,522.70
United Indian Traders Association Fund	Scholarship	604440	751007	162014	56,625.82	0.00	2,043.72	(1,663.95)	57,005.59
UNM Gallup Entrepreneurial Professorship - Match	Faculty Support	632320	152003	152004	36,320.91	0.00	1,310.87	(1,067.28)	36,564.50
UNM-Gallup Entrepreneurial Professorship	Faculty Support	609590	152002	152004	10,896.35	0.00	393.27	(320.19)	10,969.43
Administered by the Director's Office Total :					888,442.82	2,500,053.43	119,571.86	(26,075.10)	3,481,993.01
Gallup Branch Total :					888,442.82	2,500,053.43	119,571.86	(26,075.10)	3,481,993.01

**Your endowment is shared with other schools/colleges or programs.

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
Fifth Amendment Adopted & Included February 21, 2023**

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)** Removed by Fifth Amendment dated February 21, 2023.

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

**FIFTH 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

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

1. **Section 150 – CENTER FOR CAREER AND TECHNICAL EDUCATION EXECUTIVE COMMITTEE (CCTE)** 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 Fifth Amendment to Bylaws was duly adopted by the Local Board at a regular meeting of the Local Board held on February 21, 2023.



Ralph Richards, Chair



Rebecca Apel, Secretary

**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 September 19, 2023 has been given at least seventy-two (72) hours prior to the time of the public meeting at which this Resolution is to be adopted by posting in conspicuous place in the UNM Gallup Administration Office and on the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/>.

NOW, THEREFORE, BE IT RESOLVED, by the UNM Gallup Local Board that:

1. Reasonable notice was given to the public of the Board Meeting held September 19, 2023.
2. Reasonable notice to the public of any meetings of the Board or any meetings of a committee constituting a quorum of the Board shall consist of:
 - A. As to regular meetings of the Board, this notice shall be posted annually listing the dates, time and location of meetings. Meeting agendas shall be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be posted in a conspicuous place in the UNM Gallup Administrative Office no later than seventy-two (72) hours before the regular meeting.
 - B. Unless otherwise indicated, meetings of the UNM Gallup Local Board shall be held at 4:00 p.m. on the following dates and location at: UNM Gallup Campus, Executive Conference Room GH1216, 705 Gurley Ave., Gallup, NM.

August 15
September 19
November 21
January 16
February 20
April 16

- C. As to special meetings of the Board, which may be called at any time by the Chair of the Board or by written request of three members, therefore, notice of the date, time and place of special meetings of the Board shall be posted to the UNM Gallup Local Advisory website <https://www.gallup.unm.edu/administration/localboard/> for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be given.
- D. As to the emergency meetings of the Board, notice of the date, time and place of emergency meetings shall be posted to the UNM Gallup Local Advisory Board website <https://www.gallup.unm.edu/administration/localboard/> or emailed at least twenty-four (24) hours in advance of the meeting, unless threat of personal injury or property damage requires less notice. The general subject matter of the meeting shall also be given.

- 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.

3. The foregoing determination shall be applicable to the Board Meeting held on this 19th day of September 2023, and all meetings held after September 19, 2023 until May 2024.
4. 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.
5. 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 Chancellor's Office (505) 863-7501 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Chancellor's Office if a summary or other type of accessible format is needed.
6. 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.
 - A. 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
 - B. 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 held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the members and to the general public; and

- 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 19th day of September, 2023.

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 19th day of September, 2023.

Chair

Vice Chair

Secretary

Member

Member