



# LOCAL BOARD MEETING

February 27, 2018

Director's Conference Room



UNM Gallup Local Board  
 Room 1216 705 Gurley Avenue  
 February 27, 2018 ----- 1:00 p.m.  
 Gallup, NM 87301

- I. **MEETING CALL TO ORDER** Chair
- II. **ROLL CALL** Recording Secretary
- III. **PUBLIC INPUT** (15 minutes maximum)
- IV. **INTRODUCTIONS** Chair  
     None
- Action V. **VOTE TO APPROVE AGENDA** Chair
- Action VI. **VOTE ON BOARD BUSINESS** Chair  
     Adoption of January 23, 2018 Board Meeting Minutes
- VII. **NEW BUSINESS**
  - A. Chair's Report Ralph Richards
  - B. Chief Executive Officer's Report James Malm
  - C. FY18-19 Operating Budget Summary and Projections Rick Goshorn
  - D. FY19-21 Operating Agreement Jerry Dominguez
  - E. Search Committee Member Reports
    - 1 Dean of Instruction Priscilla Smith
    - 2 Director of Business Operations Gerald O'Hara
- Action VIII. **VOTE FOR ADJOURNMENT**

**DATES TO REMEMBER:**

UNMG Spring Break  
 Local Board Meeting

March 12 - 16  
 March 27

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.



**UNM GALLUP LOCAL BOARD MINUTES**

Tuesday, January 23, 2018  
Executive Conference Room 1216

One O'clock PM  
Gallup, NM 87301

UNM GALLUP LOCAL BOARD

Priscilla Smith .....	P
Olin Kieyoomia.....	P
Gerald O'Hara.....	P
Ralph Richards .....	P
VACANT .....	V

UNM-GALLUP STAFF AND GUESTS:

James Malm, CEO	Rob Hunter, MCHS CEO
Irene Den Bleyker, Interim Dean of Instruction	Kim Brown, MCHS, Bookkeeper
Jayme McMahon, Director Student Affairs	Shaquana Desiderio, Education Reporter Gallup
Marilee Petranovich, Sr. Public Relations Specialist	Independent
Jerry Dominguez, Branch Campus Liaison	Christy Butler, Executive Assistant

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

Chair, Ralph Richards called the January 23, 2018 regular meeting of the UNM-Gallup Local Board to order at 1:02 PM with roll call. A quorum was present.

**AGENDA ITEM III** - Public Input

None

**AGENDA ITEM IV** - Introductions

Irene Den Bleyker, Interim Dean of Instruction

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

Motion was made by Priscilla Smith to approve the January 23, 2018 UNM Gallup Local Board Agenda as presented. Motion was seconded by Gerald O'Hara and approved by unanimous roll call vote at 1:03 PM.

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

Olin Kieyoomia made motion to approve the November 14, 2017 Board minutes as presented. Motion was seconded by Gerald O'Hara. Minutes were approved by unanimous roll call vote at 1:05 PM.

**AGENDA ITEM VII** – New Business

- A. Prioritizing Programs & Services: Reallocating Resources to Achieve Strategic Balance – James Malm reported that we are faced with a \$400,000 budget reduction for this year, but that problem will occur again on July 1 plus as much as \$250,000 more in State performance formula cuts and a potential \$50,000 increase in our Operating Agreement with UNM. We need to fix the deficit now in the FY18-19 budget planning in a way that goes beyond cost containment and avoidance. Dr. Malm recommends to the Board, UNMG Faculty Assembly and President Stokes that we embark on a process that prioritizes all of our programs and services and reallocates resources to achieve strategic balance. It is an open and shared governance process that guides us to take a close look at everything we do.
- B. Enrollment Management: Developing a Strategy Roadmap to Guide Long-term Enrollment Success – Jayme McMahon discussed the Ruffalo Noel Levitz report and her meeting with Terry Babbitt. UNM is willing to work with UNMG to help with data.
- C. Dual & Concurrent Program - License Agreement (LA), Memorandum of Understanding (MOU), and Memorandum of Agreement (MOA) – James Malm discussed the following agreements.
  - 1. LA Sixth Amendment to License Agreement Middle College High School -May 8, 2017
  - 2. MOU Office Space, Classroom Space, Auxiliary Spaces, Conference Room -September 19, 2017
  - 3. MOA Early College Education Program Pursuant to NMSA1978, Section 21-1-1.2(2015) - November 11, 2017

**AGENDA ITEM VIII** – Adjournment

Priscilla Smith made motion to adjourn, seconded by Olin Kieyoomia and passed by unanimous roll call vote at 3:27 PM.

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Ralph Richards, Chair

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Priscilla Smith, Secretary

Christy Butler, Executive Assistant  
Board Recording Secretary



**Presentation To The Local Advisory Board**  
**Fiscal Year 2018-2019 Operating Budget**

**February 27, 2018**



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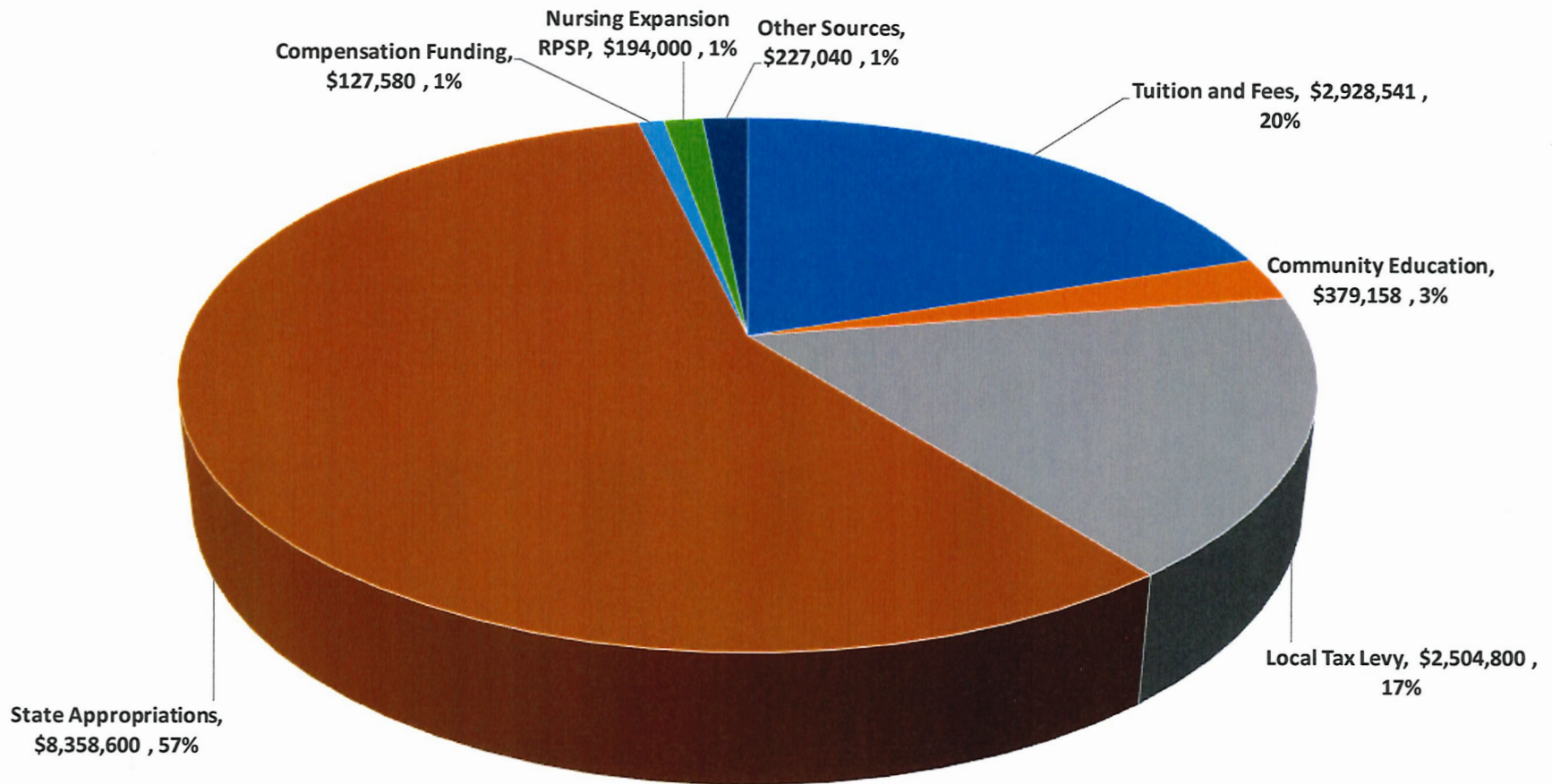
**UNM Gallup Campus Budget Summary For FY 2018 - 2019  
I&G Revenue Projections  
Instruction and General**

	Original FY2017- 2018 Budget	Projected FY2018-2019 Budget	FY2018 Budget vs FY19		Percent Change	Percent of I&G Revenue
			Projected Budget	Percent Change		
<b>Revenue:</b>						
Tuition and Fees	\$ 3,253,935	\$ 2,928,541	\$ (325,394)	-10.00%	17.64%	
Community Education	\$ 379,158	\$ 379,158	\$ -	0.00%	2.28%	
Local Tax Levy	\$ 2,480,000	\$ 2,504,800	\$ 24,800	1.00%	15.09%	
State Appropriations	\$ 8,407,100	\$ 8,358,600	\$ (48,500)	-0.58%	50.36%	
Compensation Funding		\$ 127,580	\$ 127,580	100.00%	0.77%	
Nursing Expansion RPSP	\$ 194,000	\$ 194,000	\$ -	0.00%	1.17%	
Career Technical RPSP		\$ 200,000	\$ 200,000	100.00%	1.21%	
Use of Reserves	\$ 1,301,335	\$ 1,677,771			10.11%	
Other Sources	\$ 227,040	\$ 227,040	\$ -	0.00%	1.37%	
<b>Total I&amp;G Revenues</b>	<b>\$ 16,242,568</b>	<b>\$ 16,597,490</b>	<b>\$ (21,514)</b>	<b>2.19%</b>	<b>100.00%</b>	
<b>Transfers:</b>						
Building Renewal and Replacement	\$ (502,683)	\$ (502,683)	\$ -	0.00%		
Student Aid	\$ (100,000)	\$ (100,000)	\$ -	0.00%		
Equipment Renewal and Replacement	\$ (60,652)	\$ (60,652)	\$ -	0.00%		
Minor Plant	\$ -	\$ -	\$ -	0.00%		
From Auxiliaries	\$ 40,000	\$ 40,000	\$ -	0.00%		
<b>Total Transfers</b>	<b>\$ (623,335)</b>	<b>\$ (623,335)</b>	<b>\$ -</b>	<b>0</b>		
<b>Dec/(INC) Use of Reserves</b>						
<b>Net I&amp;G Revenues</b>	<b>\$ 15,619,233</b>	<b>\$ 15,974,155</b>	<b>\$ (21,514)</b>	<b>2.19%</b>		

**Budgeted Expenditures**

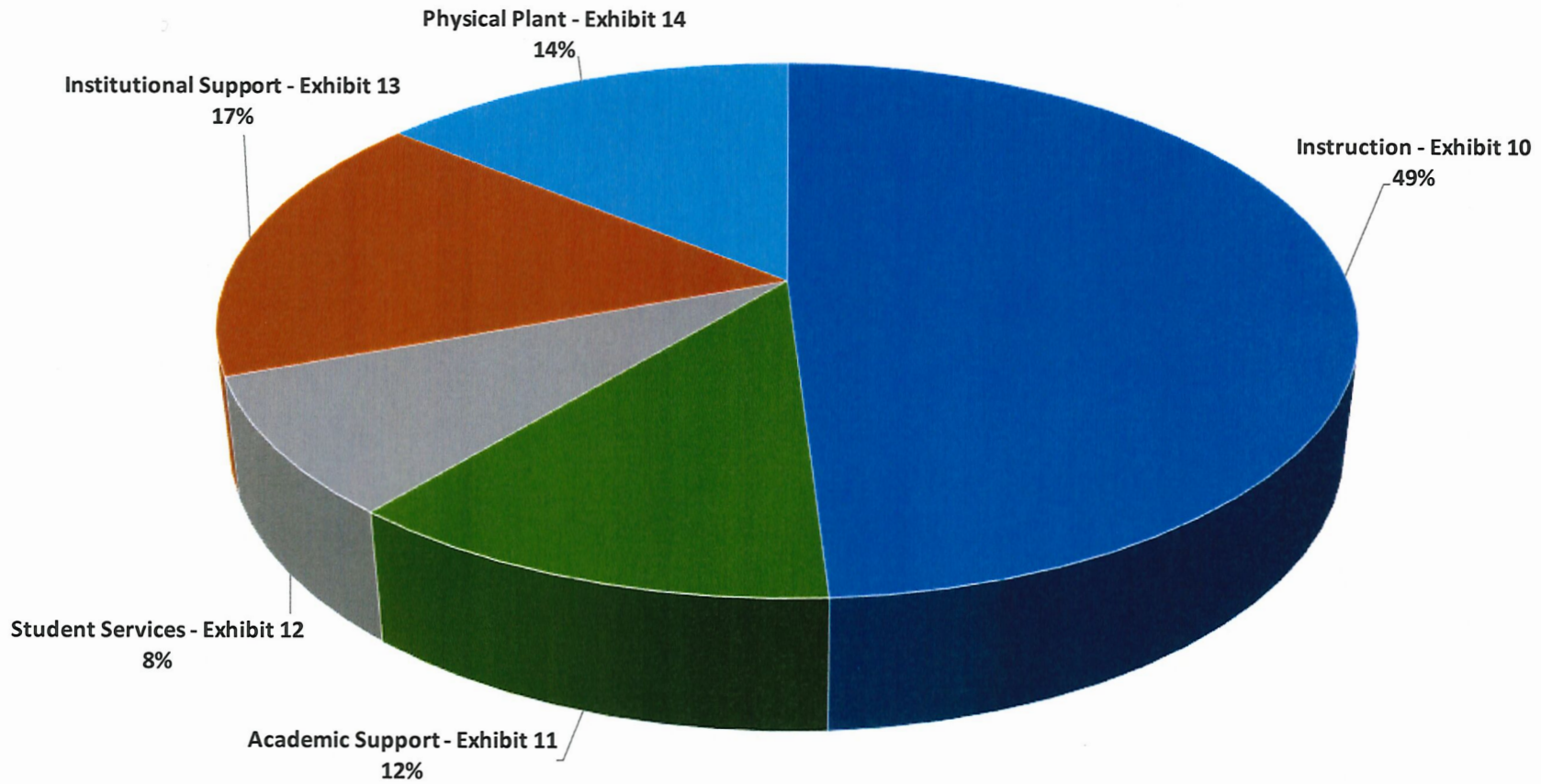
	Original FY2017- 2018 Budget	Projected FY2018-2019 Budget	FY2018 Budget vs FY19		Percent Change	Percent of FY 2018- 2019 Budget	Percent of FY 2017- 2018 Budget	Percent of FY 2016- 2017 Budget
			Projected Budget	Percent Change				
<b>Instruction and General</b>								
Instruction - Exhibit 10	\$ 7,688,830	\$ 7,828,488	\$ 139,658	1.82%	49.01%	47.40%	44.08%	
Academic Support - Exhibit 11	\$ 1,886,395	\$ 1,904,711	\$ 18,316	0.97%	11.92%	11.63%	12.36%	
Student Services - Exhibit 12	\$ 1,302,399	\$ 1,325,649	\$ 23,250	1.79%	8.30%	8.03%	12.51%	
Institutional Support - Exhibit 13	\$ 3,105,947	\$ 2,660,266	\$ (445,681)	-14.35%	16.65%	19.15%	19.13%	
Physical Plant - Exhibit 14	\$ 2,237,750	\$ 2,255,040	\$ 17,290	0.77%	14.12%	13.80%	11.92%	
<b>Total I&amp;G Expenditures</b>	<b>\$ 16,221,321</b>	<b>\$ 15,974,155</b>	<b>\$ (247,166)</b>	<b>-1.52%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Non-I&amp;G:</b>								
Student Cultural and Social - Exhibit 15	\$ 87,000	\$ 80,000	\$ (7,000)	-8.05%				
Public Service - Exhibit 17	\$ 13,250	\$ 13,250	\$ -	0.00%				
Internal Services - Exhibit 18	\$ -	\$ -	\$ -	0.00%				
Student Aid - Exhibit 19	\$ 100,000	\$ 100,000	\$ -	0.00%				
Auxiliaries - Exhibit 20	\$ 1,411,510	\$ 1,270,359	\$ (141,151)	-10.00%				
<b>Total Non-I&amp;G Expenditures</b>	<b>\$ 1,611,760</b>	<b>\$ 1,463,609</b>	<b>\$ (148,151)</b>	<b>-9.19%</b>				
<b>Total Unrestricted Budget</b>	<b>\$ 17,833,081</b>	<b>\$ 17,437,764</b>	<b>\$ (395,317)</b>	<b>-2.22%</b>				
<b>Restricted Funding</b>								
Contracts and Grants	\$ 1,813,481	\$ 1,813,481	\$ -	0.00%				
<b>Total Restricted Expenditures</b>	<b>\$ 1,813,481</b>	<b>\$ 1,813,481</b>	<b>\$ -</b>	<b>0.00%</b>				

**FY2018-2019 Instruction and General Sources of Revenues**



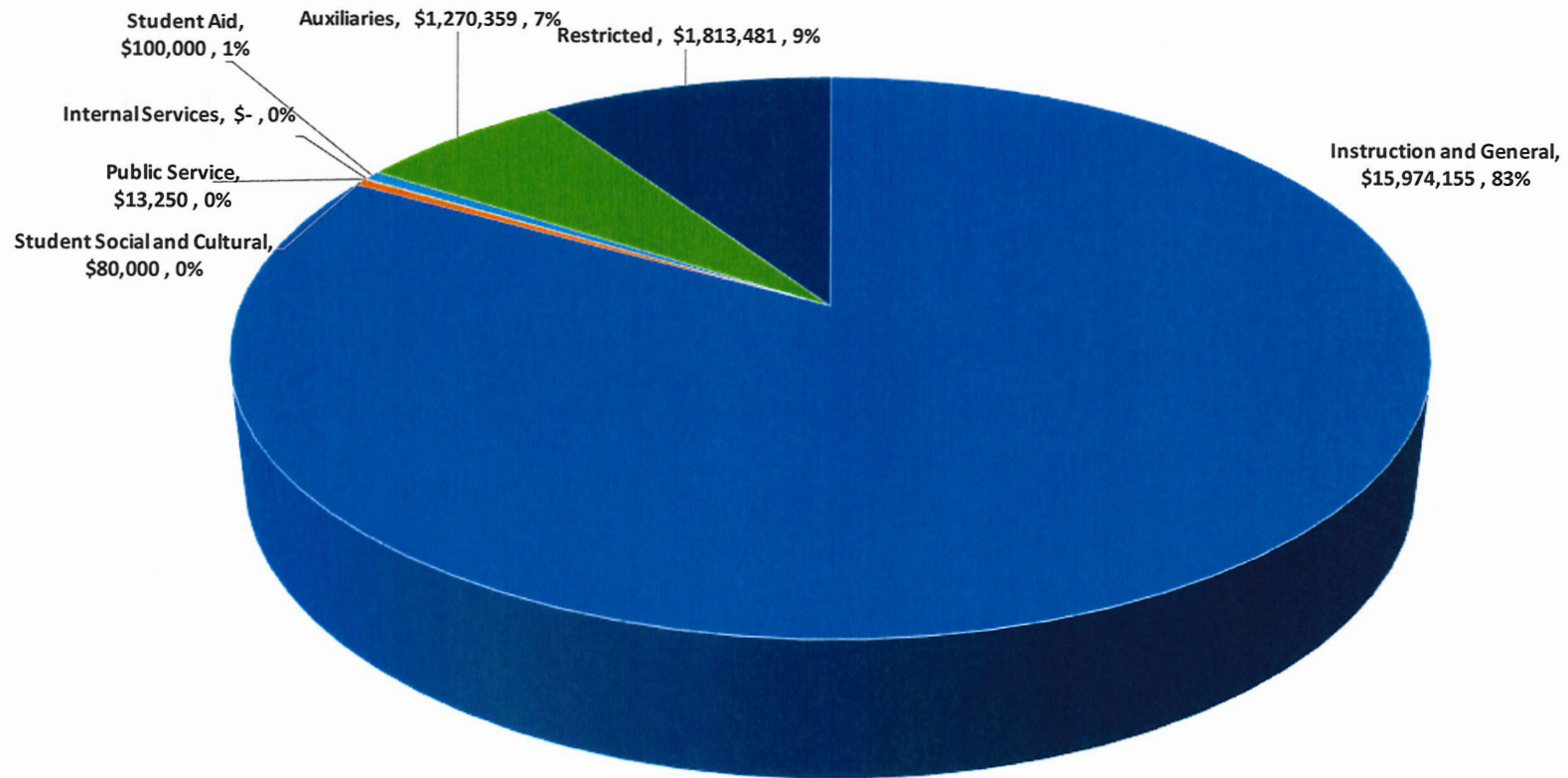


FY2018-2019 Instruction and General Uses of Revenues

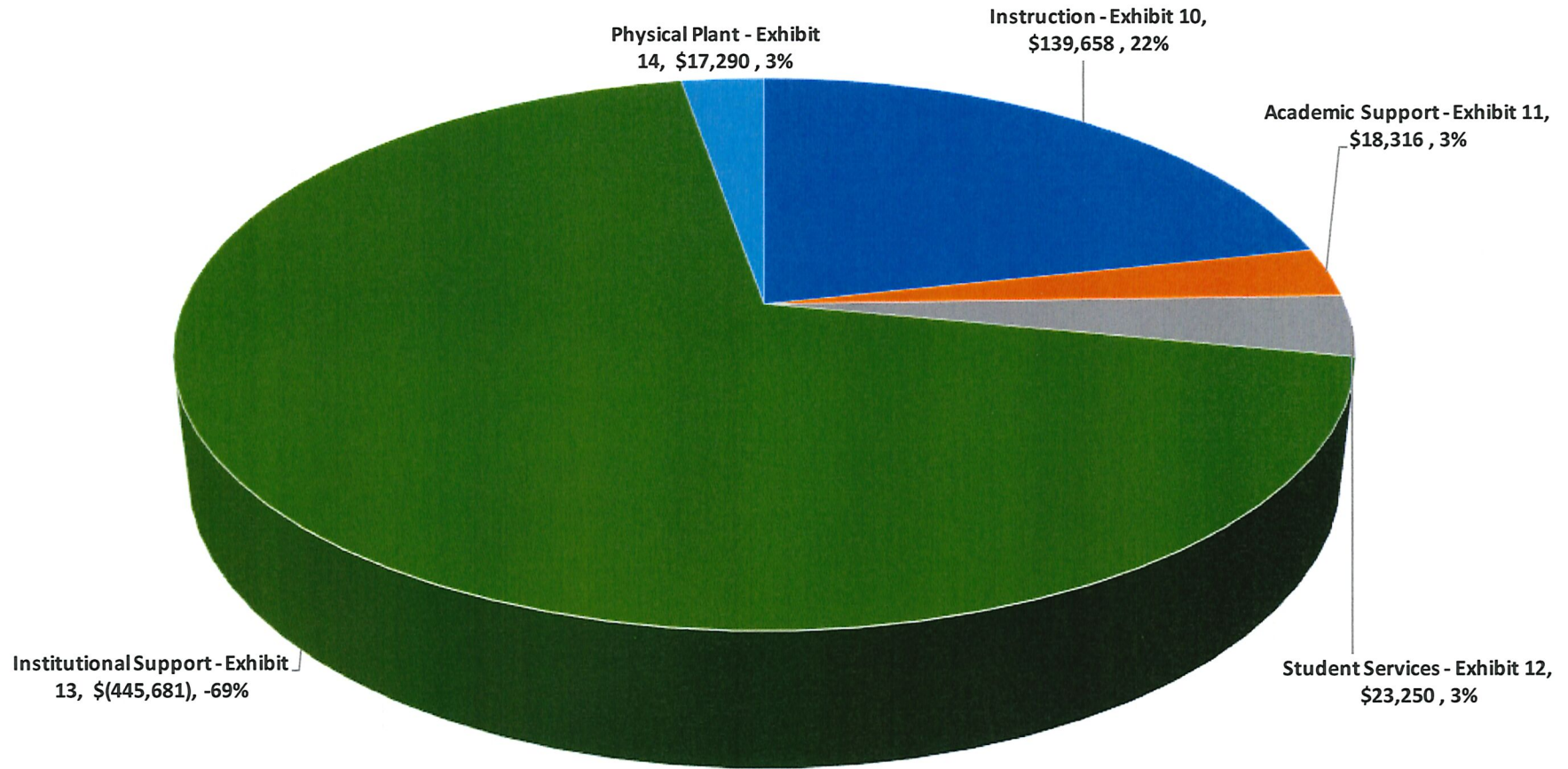




FY2018-2019 Budgeted Expenditures



**Instruction and General Allocation of New funding By Exhibit**

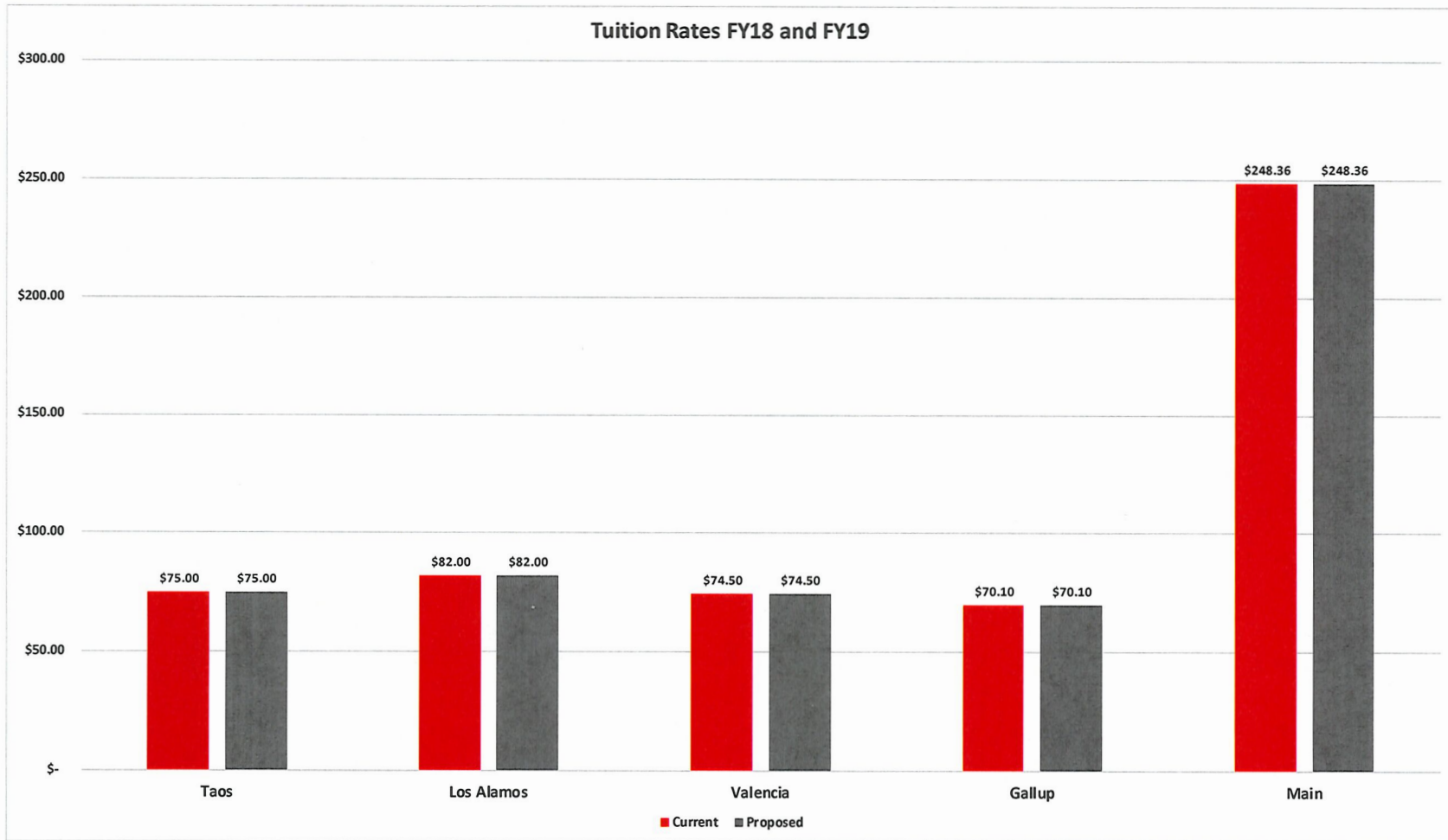




University of New Mexico - Gallup  
Summary of Expenditure Allocations  
Fiscal Year 2018-2019

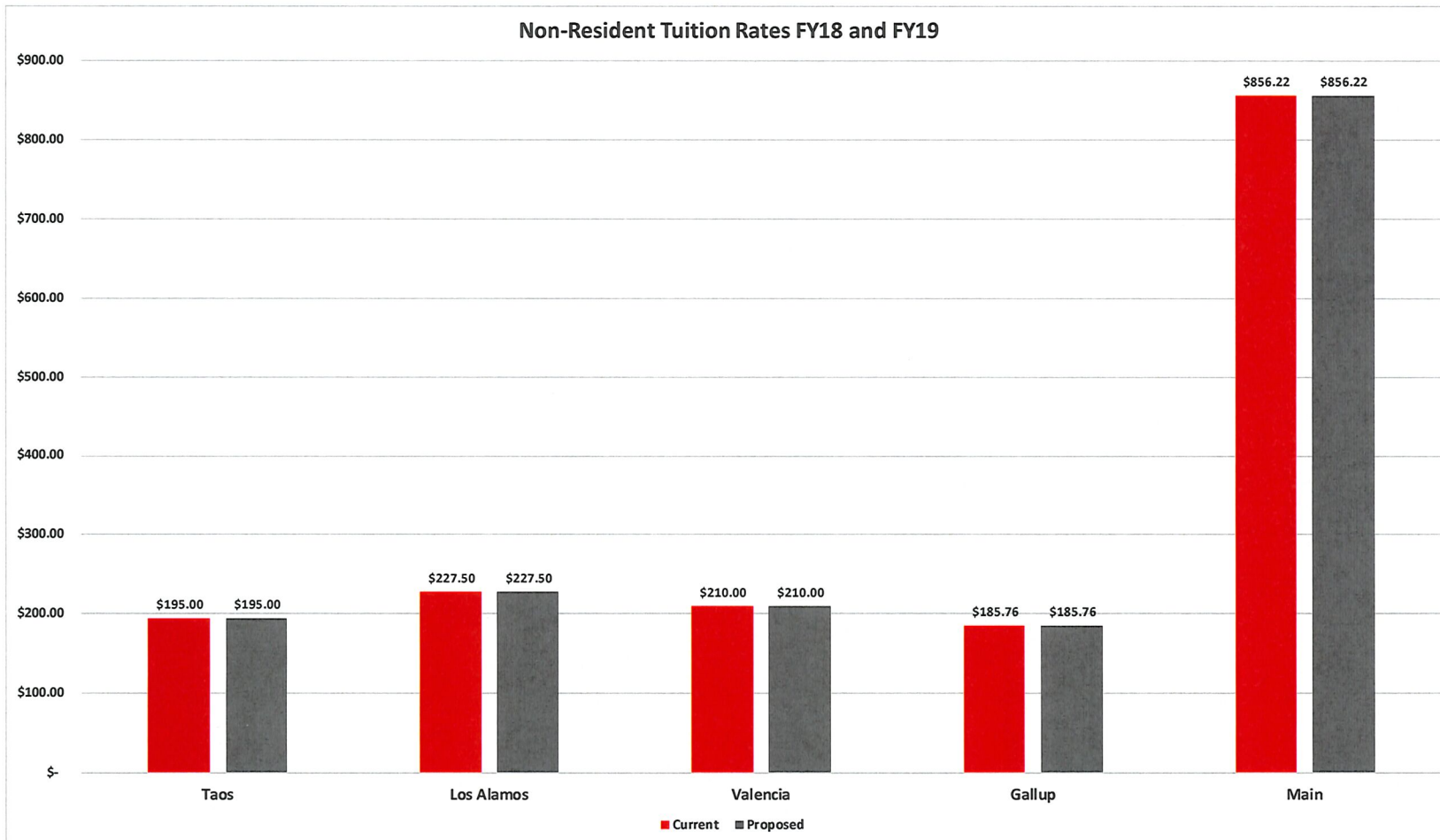
Expenditure Allocations By Exhibit

Exhibit 10 - Instruction	
Compensation Increase - Funded	\$ 53,807
Compensation Increase - Unfunded	\$ 49,471
Fringe Benefits - Funded	\$ 16,142
Fringe Benefits - Unfunded	\$ 14,841
Healthcare Premium Increase @ 1.7%	\$ 5,397
Total	\$ 139,658
Exhibit 11 - Academic Support	
Compensation Increase - Funded	\$ 6,826
Compensation Increase - Unfunded	\$ 6,276
Fringe Benefits - Funded	\$ 2,048
Fringe Benefits - Unfunded	\$ 1,883
Healthcare Premium Increase @ 1.7%	\$ 1,283
Total	\$ 18,316
Exhibit 12 - Student Services	
Compensation Increase - Funded	\$ 9,045
Compensation Increase - Unfunded	\$ 8,316
Fringe Benefits - Funded	\$ 2,714
Fringe Benefits - Unfunded	\$ 2,495
Healthcare Premium Increase @ 1.7%	\$ 680
Total	\$ 23,250
Exhibit 13 - Institutional Support	
Compensation Increase - Funded	\$ 11,016
Compensation Increase - Unfunded	\$ 10,128
Fringe Benefits - Funded	\$ 3,305
Fringe Benefits - Unfunded	\$ 3,038
Anticipated GL and Prop Insurance Incr	\$ 12,131
Healthcare Premium Increase @ 1.7%	\$ 1,823
Main Campus Admin Fee Changes	\$ 12,878
Total	\$ 54,319
Exhibit 14 - Physical Plant	
Compensation Increase - Funded	\$ 6,309
Compensation Increase - Unfunded	\$ 5,801
Fringe Benefits - Funded	\$ 1,893
Fringe Benefits - Unfunded	\$ 1,740
Healthcare Premium Increase @ 1.7%	\$ 1,547
Total	\$ 17,290
Total Distribution of New Funding	<u>\$ 252,834</u>



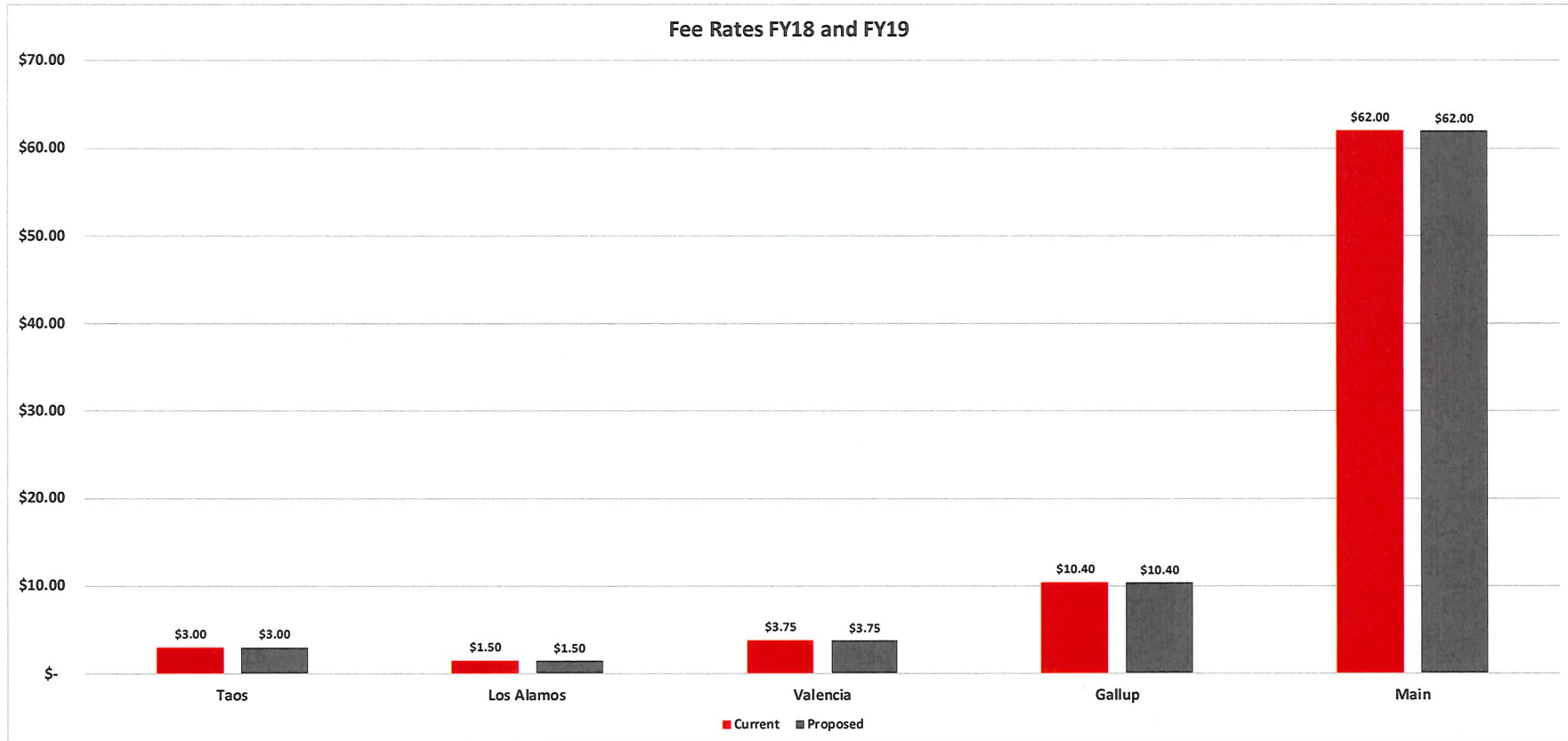
**Notes:**

1. Main Campus is likely proposing a 3% Tuition increase, but needs a 7% to maintain a flat budget.
2. None of the Branches are proposing a tuition increase at this time.
3. Regents are expecting reserves to be utilized, and will need to see special excetion to approve tuition increases for high-reserve institutions.

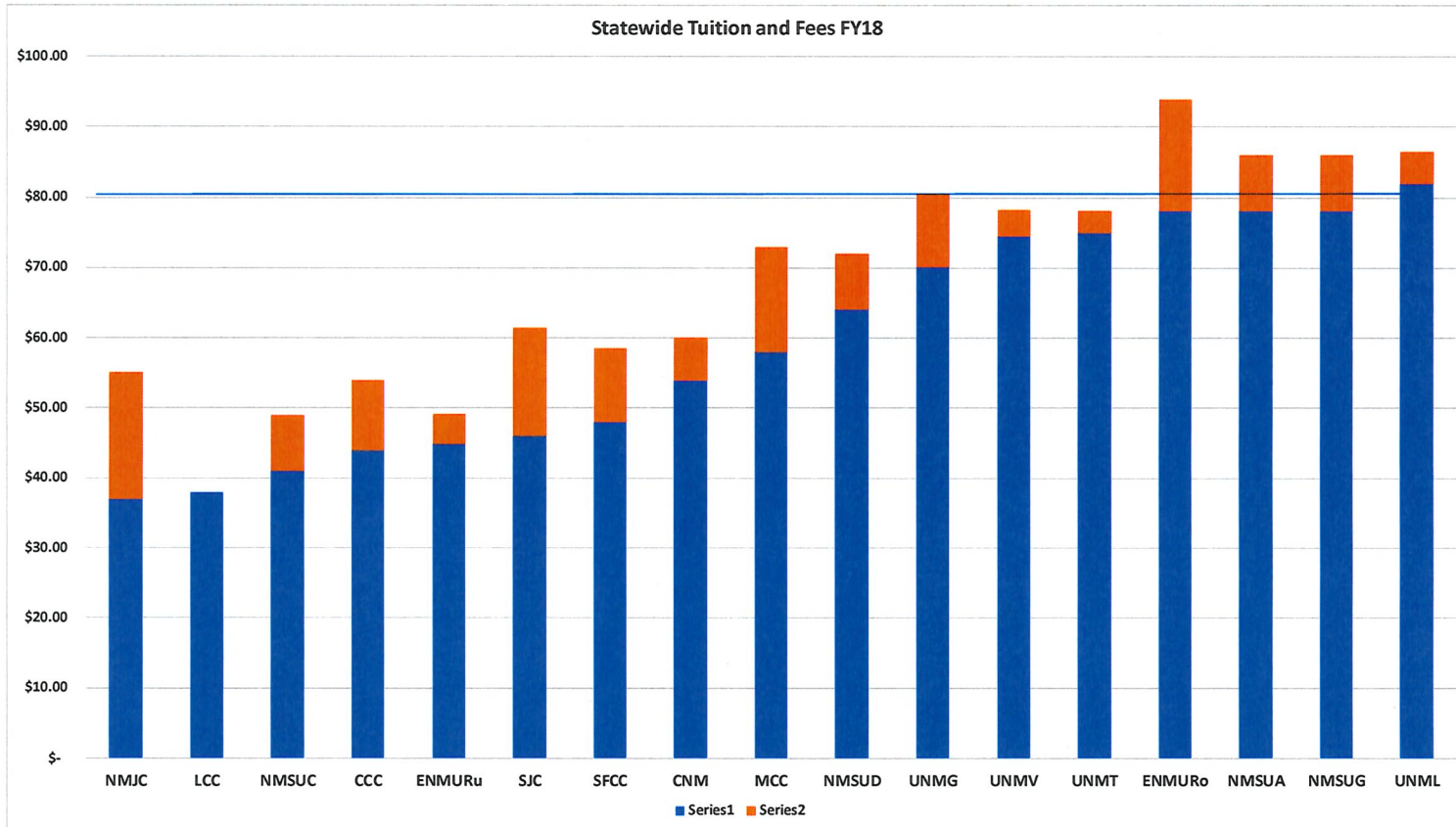


**Notes:**

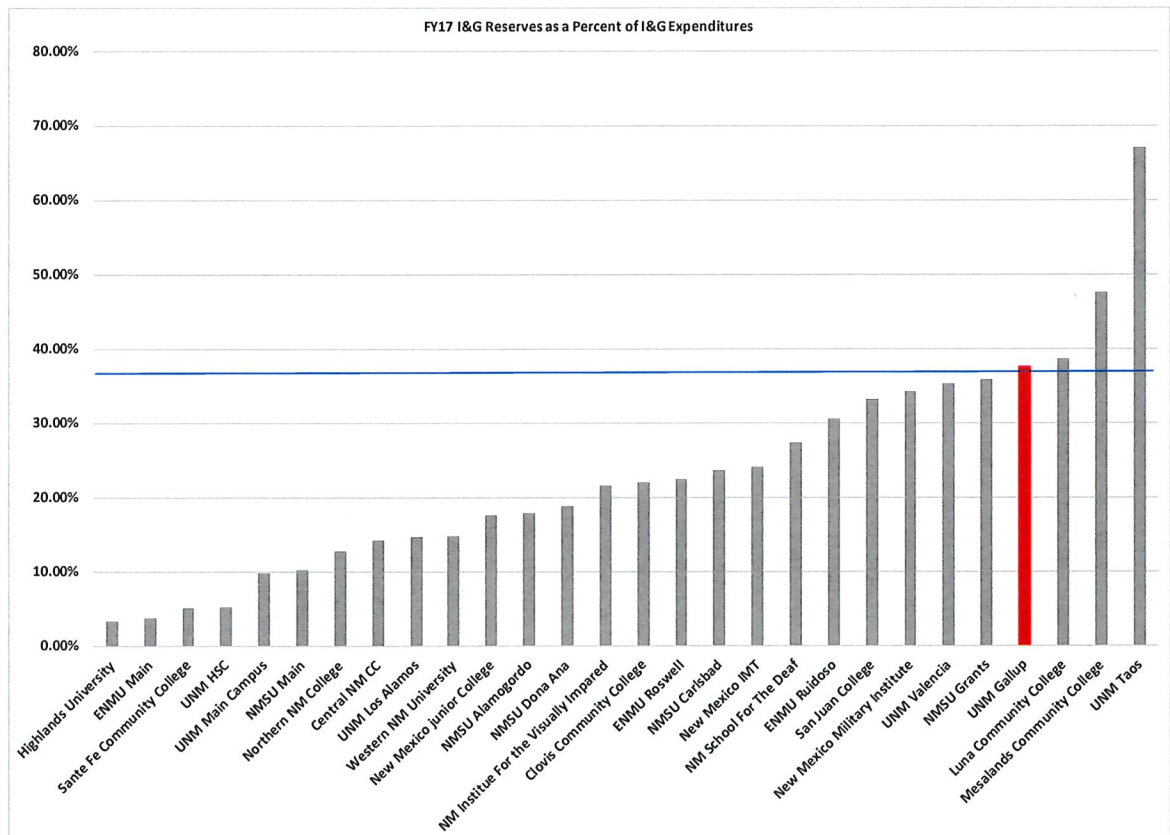
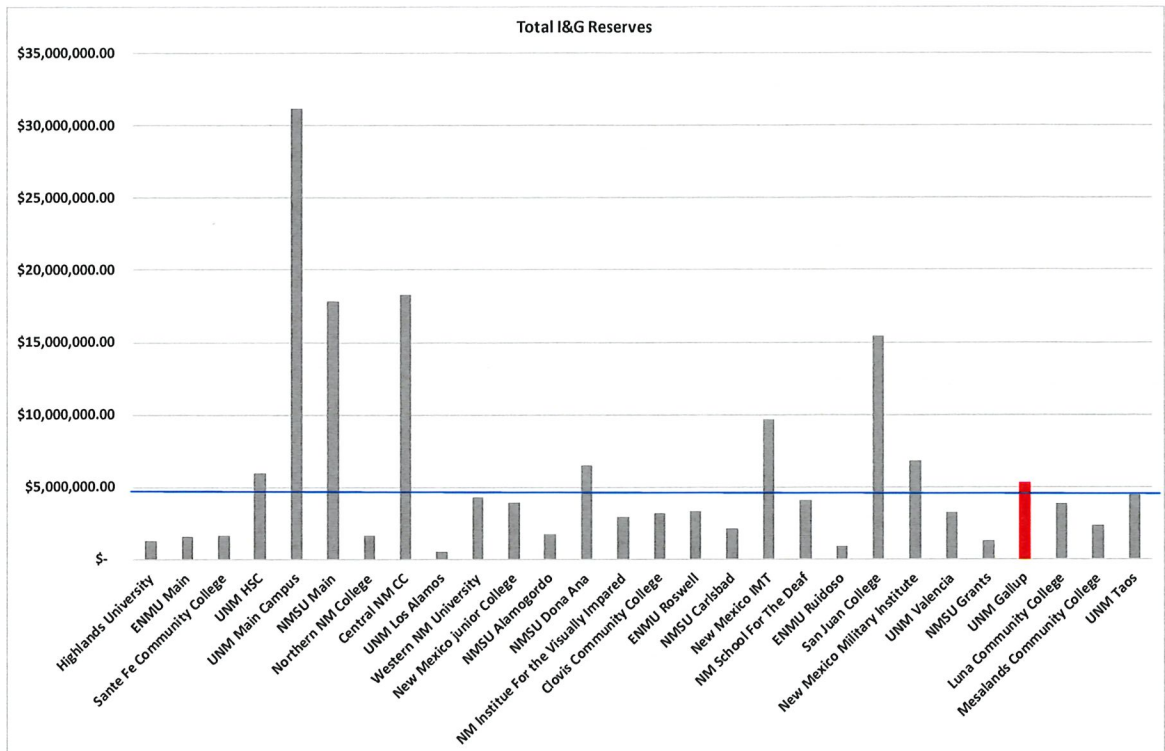
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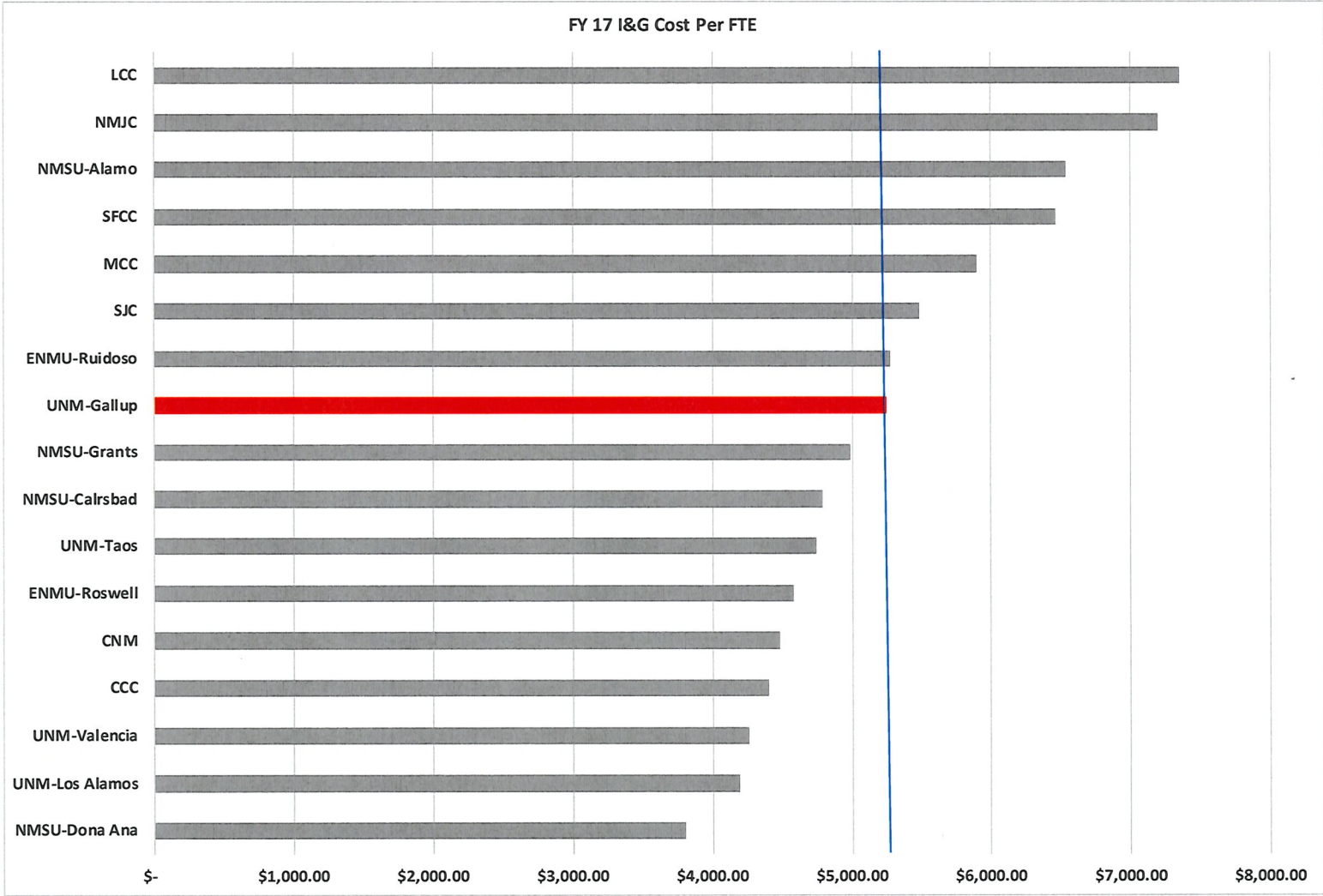


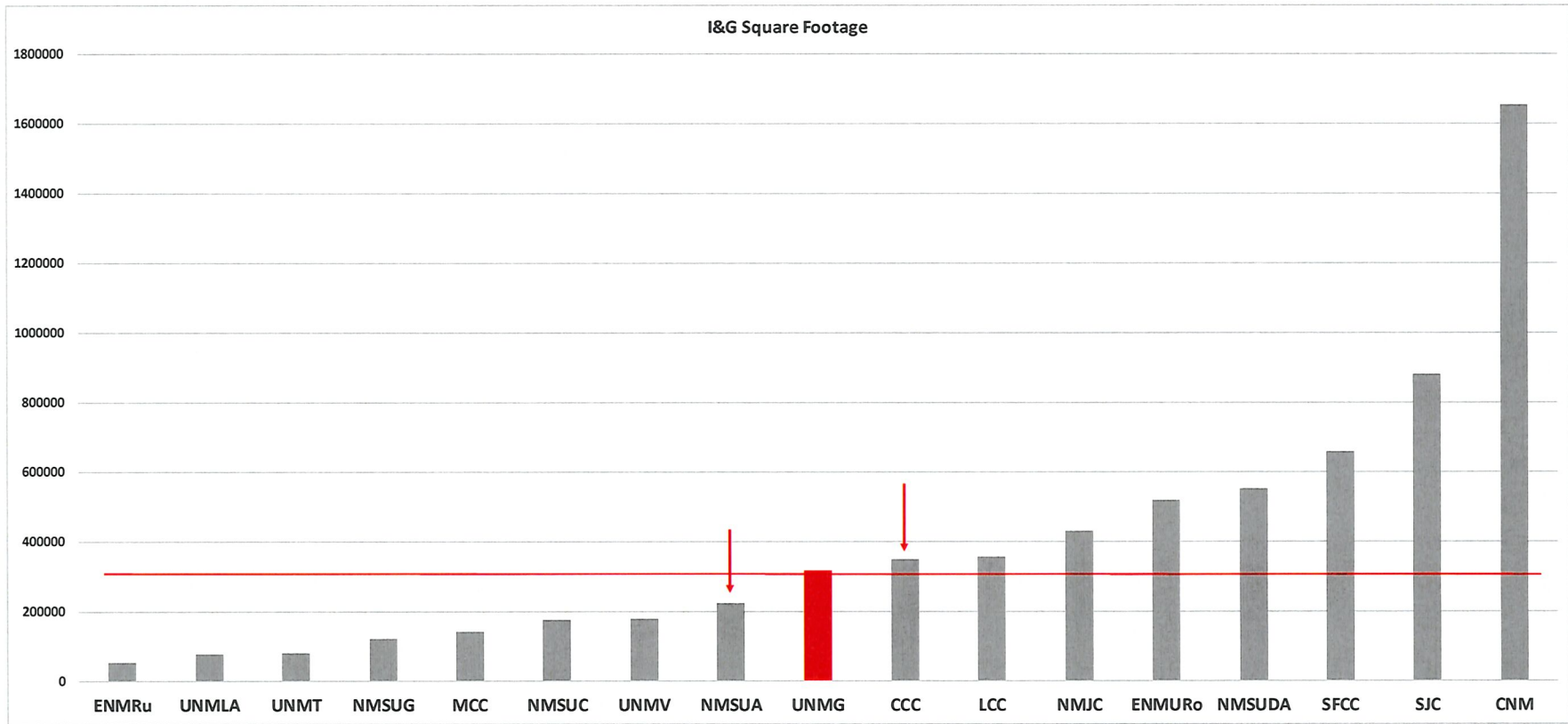
Notes: Taos Fee is for student activities. In addition, Taos charges a \$15.00 Technology fee  
 Los Alamos fee is for Student Activities. In addition, Los Alamos charges a one-time Print Management Fee of \$15.00 and a Facility Fee of \$12.00 for 1-4 SCH, \$3.00 per SCH after 4.  
 Gallup Fees are \$4.20 for Technology, \$4.20 for Facilities, and \$2.00 for Student Activities.  
 Valencia Fees are \$0.75 Student Activities, \$0.25 Student Center Support, \$0.75 Café Support, \$0.50 Financial Aid, \$1.50 Technology













**Fiscal Year 2018-2019 Budget Calendar**

<b>UNM Gallup Advisory Board Meeting</b>	<b>Tuesday, February 27, 2018</b>
<b>Staff Performance Review Deadline</b>	<b>Thursday, March 1, 2018</b>
<b>Restricted FY18 Revised Budget and FY19 Proposed Budgets to OPBA</b>	<b>Friday, March 2, 2018</b>
<b>Tuition and Fee Recommendations to Due OPBA</b>	<b>Thursday, March 5, 2015</b>
<b>Governor Veto Deadline</b>	<b>Wednesday, March 7, 2018</b>
<b>Finance and Facilities BOR Sub-committee - Tuition and Fee</b>	<b>Wednesday, March 7, 2018</b>
<b>Budget Development System Opens</b>	<b>Monday, March 12, 2018</b>
<b>Board of Regents Budget Summit</b>	<b>Thursday, March 22, 2018</b>
<b>Budget Guidelines Issued for FY19 Budget Development</b>	<b>Thursday, March 22, 2018</b>
<b>Budget Revision (BAR) Due To OPBA</b>	<b>Friday, April 13, 2018</b>
<b>Budget Planner Locks For Branch Campuses</b>	<b>Wednesday, April 18, 2018</b>
<b>Budget Planner Locks University Wide</b>	<b>Monday, April 23, 2018</b>
<b>Finalize HED Budget Documents</b>	<b>Friday, April 27, 2018</b>
<b>HED Budget Due To HED</b>	<b>Tuesday, May 1, 2018</b>
<b>Final Budget Approval By Board of Regents</b>	<b>Friday, May 11, 2018</b>

**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 election for tax levies for the Gallup Campus, after approval of the Board of Regents.
5. Call Elections for 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 board and the board of regents of the parent institution of the branch community college shall jointly conduct a search for qualified candidates for director. The board of regents of the parent institution, after consultation with the board, shall then select a director 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 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 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.

Funds for the support of the branch will come principally from the following sources:

- a. State funds appropriated as provided by law;
- b. local tax support as provided by law;
- c. student tuition as recommended by the Advisory Board and set by the Board of Regents;
- d. fees as recommended by the Advisory Board and set by the Board of Regents;
- e. grants, gifts and other funds that may be available.

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 record as of June 30<sup>th</sup>, 2015, 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 branches 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 Branches 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 executive director of the branch reports to the UNM Provost, who will conduct his or her annual performance review. Input on the executive director's performance will be sought, and the outcomes of the review shared, with the Advisory Board. Authority for contract decisions to remove or retain an executive director 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 branch executive director, 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 the 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 FY2015-16, 2016-17, 2017-2018. 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 agreement (BOR and Elected Advisory Boards) come to 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 arbitration costs.

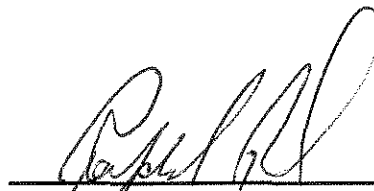
This Agreement has been reviewed, accepted, and approved as follows:

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