



Local Advisory Board

2009

Signed Minutes
Archives

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, January 28, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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|---|---|
| Virginia Chavez..... | P |
| Gloria Skeet deCruz – was in attendance via phone | P |
| Theresa Dowling..... | P |
| Max Perez..... | P |
| June Shack..... | P |

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Director
Chris Marlow, Dean of Instruction
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Jim Blackshear, IT Manager
Ron Petranovich, Facilities Manager
Jim Sayers, Faculty Senate Representative
Donna Jacobs, BMT Faculty
Dougherty Tsalabutie, Student Recruiter
Christy Butler, Executive Assistant

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

Chair, Theresa Dowling called the January 28, 2009 regular meeting of the UNM Gallup Local Board to order at 6:05 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Gloria deCruz to approve the January 28, 2009 UNM-Gallup Local Board Agenda. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Max Perez to approve the November 19, 2008 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

Motion was made by Virginia Chavez to approve the January 15, 2009 UNM-Gallup Local Board Retreat Minutes as presented seconded by Gloria deCruz. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Dougherty Tsalabutie spoke on the Recruitment Office. This office was created and started in June of 2008. There are three recruitment staff Kathy VanDeCar, Darleen Espinosa and Dougherty. He is scheduled to meet at 29 high schools this year talking with students about UNMG. Kathy and Darlene work with students helping them with financial aid to meet the March 1 deadline. The Welcome center is located immediately on the right when you enter Gurley Hall. The office will be working on retention initiatives.

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – The Board had questions about release time for a full-time faculty she mentioned in her report. A number of possibilities can cause release time, time bought out by a grant, time off for projects that will affect the entire campus.

We have received money from the Johnson Foundation for our Entrepreneur program.

Questions on realignment of the academic departments were asked. This is a structural realignment conversation. A Realignment Task Force has been created consisting of the Faculty Operations Committee and the chair of the Curriculum Committee and is taking suggestions from faculty. The Task Force will make recommendations to the Executive Director for a decision.

The realignment also serves long range strategic planning.

- B. Student Services – Paul Kraft reported a disenrollment of 319 students with 50% re-enrolling within a couple of days. He will report at the next meeting how many of the disenrolled students actually re-enrolled. As of this morning, we continue to show improvement in enrollment. Current head count is 2,358 which are 33 more students than last spring or 1.4% increase. Credit hours are 22,501 up 877 hours or 4%.

The Board asked a question concerning the remark by a student on the transportation survey regarding faculty locking their doors for late students. Chris Marlow will speak to the chairs next week regarding this and report back to the Board at the next meeting.

- C. Business Operations – Tony Major reported Budget Management Training will be held on Friday at 2:00 pm and the Board is welcome to attend.
- D. MCHS – There are several issues regarding MCHS with the legislation passed in the last two years. UNMG is no longer able to hire personnel, be the fiscal agent, or have any input as to the management of MCHS. It is a good possibility that the school will no longer be housed at UNMG.
- E. Focused Continuous Improvement – The Board was concerned about the comments of fear on campus. Dr. Cooney, Dr. Marlow, and Jim Sayers disagree with an atmosphere of fear on campus. Barry Cooney wants it on the record that his is not convinced there is an atmosphere of fear on the campus.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX – Interim Executive Director's Report

- A. Local GO Bond – February 3 – It is an \$8M bond with no increase in the local property tax. Brochures and flyers have been distributed. Barry Cooney has and will continue to speak to local groups on the GO Bond.
- B. Transportation Issues – A ride share has been developed. Some research has been done for the bus systems. We now have a board on campus showing bus schedules. The Navajo Nation bus line now has one-way \$1 cost for students. Zee line still will not have a late run from UNM to Zuni due to the cost.
- C. Other items may be reported.
 - i. The Executive Director's office attended UNM Foundation training. The training was excellent and many contacts were made. Ara and Christy had several hours of computer program training for the Foundation data base. It was determined after this training that UNMG needs to have a development position.
 - ii. Staff, Students & Faculty will be meeting with the Management Team. This will allow us to find out what concerns or suggestions these groups have. They will meet separately with the Management Team. These meetings will be taking place during February and March.

AGENDA ITEM X - Old Business

- A. Monthly Financial and Grants Update – The finances are on target. With the 5% being taken by the legislature, we are losing \$500,000. We have already reduced this years budget by 5% and do not foresee any problems.
- B. Budget FY 2009/2010 – We are anticipating the 5% decrease and all departments are working on a reduced budget.

AGENDA ITEM XI - New Business

Select next Board Retreat Date – The date will be chosen at the next meeting. The retreat will be Budget Training for the Board.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIII - Adjourn For Executive Session

Motion was made by June Shack to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 7:40 PM.

AGENDA ITEM XIV – Executive Session

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

AGENDA ITEM XV – Executive Session Adjournment to Open Meeting

Motion was made by June Shack to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 8:57 PM.

Motion to reconvene Open Meeting from Executive Session was made by June Shack. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 8:58 PM.

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

AGENDA ITEM XVI – Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 9:00 PM.



Theresa Dowling, Chair
Christy Butler, Executive Assistant



Virginia Chavez Secretary

UNM GALLUP LOCAL BOARD MINUTES

Monday, February 23, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

| | |
|--|---|
| Virginia Chavez..... | P |
| Gloria Skeet deCruz – in attendance via phone..... | P |
| Theresa Dowling..... | P |
| Max Perez..... | P |
| June Shack..... | P |

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Director
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Jim Blackshear, IT Manager
Ron Petranovich, Facilities Manager
Marc Nigliazzo, VP Rio Rancho Operations & Branch Academic Affairs
Richard Holder, Deputy Provost, Academic Affairs
Kate O'Neill, Executive Director, UNM-Taos
Michelle Detry, President, Keystone International, Inc.
Wendy Shannon, Human Resources Works, LLC
Christy Butler, Executive Assistant

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

Vice Chair, June Shack called the February 23, 2009 special meeting of the UNM Gallup Local Board to order at 6:15 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

Marc Nigliazzo, VP Rio Rancho Operations & Branch Academic Affairs
Richard Holder, Deputy Provost, Academic Affairs
Kate O'Neill, Executive Director, UNM-Taos
Michelle Detry, President, Keystone International, Inc.
Wendy Shannon, Human Resources Works, LLC

AGENDA ITEM V - Approval of Agenda

Motion was made by Virginia Chavez to approve the February 23, 2009 UNM-Gallup Local Board Special Meeting Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI – New Business

Presentation and Discussion of the Search Process for Selecting an Executive Director
Everyone was welcomed by Barry Cooney and the meeting was turned over to Marc Nigliazzo.

Gloria deCruz joined the meeting by phone.

Marc Nigliazzo gave an overview of the search process for the Executive Director position. The search committee is not completely set. Richard Holder, Marc Nigliazzo along with Michelle Detry and Wendy Shannon continue to work on the job description. The timeline is a working document. The search committee will play a significant role in the process. They will choose the top three to five candidates and make the recommendation of candidates to Marc Nigliazzo, Provost Ortega and President Schmidly; then the candidates will be brought to Gallup for the interview process. The Executive Director position is a critical hire.

This job announcement will go out by next week. It will be a national search. We will make every endeavor to get the announcement to the proper persons. It will be good to have an overlap with Dr. Cooney. We want to get the new Executive Director up-to-speed as soon as possible. The job description is very generic. We want to put information about UNM-G on the job description. We have not decided what the interview process will entail. We have time to finalize by April. Marc would like to announce a new Executive Director by Commencement, May 14.

Dr. Holder has focused his attention on the role of the search committee and job description. He asked many constituents (Faculty, Staff and Student Senates) on the campus for recommendations to the search committee. Theresa Dowling has asked to be the Board representative on the search committee. He also reiterated that this is a work in process. He has asked various groups to see who they would put on the search committee. President of Navajo Nation and Governor of the Zuni Pueblo have been asked for a representative on the search committee. The search committee may still be added to at this time. The role of the consultants is to recruit a good pool of candidates. The committee needs to convenience the candidates this is where they want to work and live. Initial screening may take place on-line with the search committee looking at the resume and application.

Michelle Detry and Wendy Shannon know the UNM and UNMG campuses. She has been working with UNMG for the last two years in the transition. She and Wendy were with the search committee that hired Tony Major. They will be working with the committee to make sure we have a good search. Michelle will assist with the transparency of the search process. Michelle and Wendy are not voting members of the committee.

Kate O'Neill stated UNM Taos and UNMG have a lot in common. She has been on several searches both at her campus and at main campus. The process is very detailed and we will get a good fit for UNMG. The hiring process is very thorough and we will know the candidate by the end of the process.

Marc asked the board for input and stated this process would be repeated several times tomorrow with different groups on campus and an open forum. The job will be advertised in print and on-line. A list of the search committee was distributed. The Board stated or recommended the following:

- ❖ Have a person from GMCS on the search committee.
- ❖ Have an additional person from the business community on the search committee.
- ❖ The candidate needs to be sensitive to the diverse student, staff and community of Gallup and the surrounding area.
- ❖ Make sure the position advertising is sent to diverse magazines and organizations.
- ❖ Prefer someone with five years experience in executive positions in a higher institution.
- ❖ The candidate needs to be made aware of the economic and living conditions of the students with some not having running water or electricity. Include information that we have students coming to campus not prepared academically.
- ❖ Suggested the other three Executive Director's should meet the candidate for lunch during the interview process and then make a recommendation to the search committee.
- ❖ They would like to have a timeline of the search.
- ❖ The candidate should have some development or fundraising experience or training.

If any other questions or suggestions come up, send them to Kate O'Neill, Marc Nigliazzo and Michelle Detry. The search committee will determine who their spokesperson will be usually the chair. When a contact person has been determined the Executive Director's office needs to know so they can let people know who the contact person is when they are contacted. A press release statement will be issued to let everyone know the status of the search.

AGENDA ITEM VII – Additional Items Placed on the Agenda

None

AGENDA ITEM VIII - Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 7:15 PM.



June Shack, Vice Chair



Virginia Chavez, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, February 25, 2009
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

| | |
|--|---|
| Virginia Chavez..... | P |
| Gloria Skeet deCruz--in attendance via conference phone..... | P |
| Theresa Dowling | A |
| Max Perez | P |
| June Shack | P |

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Director
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Jim Blackshear, IT Manager
Ron Petranovich, Facilities Manager
Christy Butler, Executive Assistant

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

Vice Chair, June Shack called the February 23, 2009 special meeting of the UNM Gallup Local Board to order at 6:10 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Virginia Chavez to approve the February 25, 2009 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by Virginia Chavez to approve the January 28, 2009 UNM-Gallup Local Board Minutes as presented seconded by Max Perez. Motion was approved by unanimous roll call vote.

Motion was made by Max Perez to approve the February 23, 2009 UNM-Gallup Local Board Special Meeting Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Fred Wey spoke on the Literacy Project held at the Zuni campus. This project received tremendous response from the community and they are requesting that the campus do this again. Over 650 books were given out. Some of the instructors and high school students read books to kids. Some of the community actually sat in the hallways and read to their children. Fred's and Erika McFadden-Baker's mothers assisted by getting books in their community and book stores then shipping them to Zuni to help with the project.

The Zuni Talking Circle will be held at Zuni High School on April 15.

AGENDA ITEM VIII - Division/Department Reports

- A. Dean report questions were answered by Barry Cooney – The Board had questions about realignment. In the past two years there have been discussions about reorganization. The idea is, if you reduce the nine chairs including CCTE, Zuni and the library then you have fewer direct reports. There is a need not to reorganize but realign thus reducing the number of direct reports to the Dean, which will give a small group to discuss the teaching and policies and procedures. It also affords the possibility of getting four really good people together instead of trying to find eleven to get things done. A task force was formed consisting of the Operations Committee, Chair of the Curriculum Committee, and the President of the Faculty Senate. The Task Force was to look at the proposals and let Barry Cooney know what they think and why they want this proposal considered. They did an excellent job with really good suggestions. They looked at the

proposals not in a bipartisan view but in the spirit of how we can configure instructional services to provide much more vitality and much more creativity. The Task Force came back with a really good suggestion as a combination of a couple of the suggestions that had been made. They took it to the Faculty Senate and the Senate could not agree so they forwarded all previous eight proposals. The highbred proposal from the Task Force was given to him. He will review all of the proposals and will move it forward looking at size of the unit, salaries, and administrative support services. He will work on this in the coming months and will depending on the search and have it for the next Executive Director. It is not good business to implement realignment and have a new Executive Director have to support it. If there is a failed search, then he could start the realignment.

The Board felt the realignment should not be about power but about the benefits of what this could do for the students and education.

Realignment is necessary if we want to really be creative and talk seriously about learning communities, different ways to promote student motivation and curiosity, and linkages of various subject items such as history, psychology, science, etc. there needs to be new ground for the educational process.

The Board was glad to hear we are working on pedagogy and focus on students. Most post-secondary institutions do not do this.

MCHS as a charter school and has to be separate from UNMG, which involves financial, purchasing, employees, etc. To meet the new legislation passed last year is why these changes are being made. MCHS is moving out of Calvin Hall due to the Calvin Hall HVAC Project, they are not being kicked out. It is very healthy to have MCHS on campus.

- B. Student Services – Paul Kraft reported students feel there should be an instructor instead of a self taught business class. The instruction can help motivate the students and they would progress better. Computer Literacy will be addressing the problems. The initial group will be getting special attention and will be tracked. Computer literacy is the single most reason for student dropout. The next thing we need to look at is: there is a real need for student counseling on campus.
- C. Manager Information Technology – Jim Blackshear reported we are replacing the older computers in the labs. The computers have been purchased for North Campus, Zuni, and Ramah. They are in the process of imaging and get them out to locations this semester. The CH 261 lab should be replaced this summer.
- D. Manager of Physical Plant and Facilities – Ron Petranovich reported under Barry Cooney's directive we are providing professional development for facility employees. The employees are into the routine and are not into improvement. The Board feels this is proactive and good for the employees.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX – Interim Executive Director's Report

- A. NMACC Meeting with Legislators – Barry Cooney reported he has attend various legislative sessions and met with the legislators at dinner and in meetings. He attended the meeting with the Lt. Governor. He also attended Gallup/McKinley Day at the legislature.

Gloria deCruz began attending the meeting by phone at 7:25 pm.

- B. Calvin Hall HVAC Move – Everyone in Old Calvin Hall will be moved to other locations on campus during the renovation. We are looking at a start date of May 18 and conclude in four to five months.
- C. Gallup Day at the Legislature – He met with the Lt. Governor and many of our legislators. Everyone was concerned about the financial hit everyone would take with this economy. We do not know the burden we will have to bear.
- D. Staff Meeting with Management Team – This was the first in a series where the Management Team will meets with the different groups on campus. The purpose is to find out what is on the minds of this constituency. There was a good exchange. We will have additional meetings with the groups if it is needed.
- E. Other items may be reported.
 - i. The NSF \$2M grant was submitted to support math and science.

AGENDA ITEM X - Old Business

- A. Monthly Financial and Grants Update – Results are through January prior to any of the budget recession. We are in good financial shape. The Office of Grants and Research is really starting to work well.
- B. Budget FY 2009/2010 – We do not know what the funding level will be. The departments have been asked to submit budgets they feel they need. The budget committee will start reviewing the budgets next week. This is the first budget committee that has had budget training.

AGENDA ITEM XI - New Business

- A. 2008-09 Budget Recession – Vacant salary lines contributed \$169,000 of the recession. After discussion, motion was made by Virginia Chavez to approve the budget recession of \$259,100 from the areas specified. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.
- B. Select Date for Board Budget Training – Budget Training will be held on Thursday, March 19, in the DCR.

AGENDA ITEM XII - Additional Items Placed on the Agenda

Questions from the Board for the Executive Director position need to be approved. Board members will email their questions to Christy Butler who will compile the list and email the completed list to the board.

AGENDA ITEM XIII - Adjourn For Executive Session

Motion was made by Virginia Chavez to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote at 7:55 PM.

AGENDA ITEM XIV – Executive Session

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

AGENDA ITEM XV – Executive Session Adjournment to Open Meeting

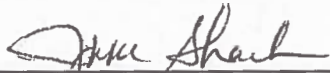
Motion was made by Max Perez to adjourn the Executive Session of the UNMG Local Board. Motion seconded by Gloria deCruz. Motion was approved by unanimous roll call vote at 9:15 PM.

Motion to reconvene Open Meeting from Executive Session was made by Gloria deCruz. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 9:15 PM.

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

AGENDA ITEM XVI – Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by Virginia Chavez. Motion was approved with unanimous roll call vote at 9:16 PM.



June Shack, Vice Chair



Virginia Chavez, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, March 25, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Chris Marlow, Dean of Instruction
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Ron Petranovich, Facilities Manager
Jim Sayers, Faculty Senate Representative
Christy Butler, Executive Assistant

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

Secretary, Virginia Chavez called the March 25, 2009 meeting of the UNM Gallup Local Board to order at 6:20 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Judge Henrietta Soland

AGENDA ITEM V - Oath of Office

- A. Gloria Skeet deCruz, Position 2 was given the Oath of Office by Judge Henrietta Soland.
- B. June Shack was not present. She will receive the Oath of Office at the April 10 special meeting.

AGENDA ITEM VI - Approval of Agenda

Motion was made by Gloria deCruz to approve the March 25, 2009 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Business

Motion was made by Gloria deCruz to approve the February 25, 2009 UNM-Gallup Local Board Minutes with the correction of spelling of hybrid on page 2 line 5 seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VIII - Board Education

Faculty Release Time Guideline – Christine Marlow distributed the approved guidelines to the Board. There have not been clear guidelines at UNMG. Prior to the guideline standardization some release time was questioned by the faculty. It has now become a transparent procedure with these guidelines.

Barry Cooney has reviewed the proposals for the realignment and took them to Marc Nigliazzo. Marc was enthusiastic about the one the Task Force recommended. He encouraged them to continue to fine turn this model and the new Executive Director would implement. This should improve many areas of the management of the departments.

AGENDA ITEM IX - Division/Department Reports

- A. Dean of Instruction – Chris Marlow was asked about MIT. This was a program developed with business and Giant and Conoco Phillips. We hired a consultant and developed curriculum. The curriculum was approved and the equipment purchased. We need to look at the program and determine what we will be done. The equipment has been removed from Miyamura High School and put it into storage at UNMG. We may convert from an AA degree to a Maintenance Technician Program Certificate.

A question was asked by the Board about the stipends to students to move students qualifying from ABE to a hybrid ABE program to prepare them for college. The focus will be on medical

occupations. College faculty and ABE are working on this along with an advisor. UNM-G and one other community college in the state qualified for the dollars from the state.

Chris Platero has accepted the science and math position, Bruce Lewis has accepted for Transitional Studies position. Arts & Letters composition position has completed the interview process. The status of the Zuni Manager search is progress with three telephone interviews. Two will be invited for a face-to-face interview.

We have a significant pool of students who test into unequal placement. We have developed some classes in ABE for skills review courses. There is no tuition or credit earned but we do get credit for the ABE hours toward the ABE funding.

Chris Marlow responded to the question from the board about locked classrooms. Students are expected to be in class on time. Students are preparing for a professional career where punctuality is expected. Students entering a class are disruptive to those who were on time. Students who are not on time have the opportunity to join the class when it is time for a break. Doors have been locked in response to complaints by students who were in class on time as expected. It is not something that is always or even usually done.

The Board asked about the PED Indian Education proposal being worked on. What programs will be funded? This is a new initiative three year \$350,000 for a summer bridge program and cultural infusion into the curriculum. The grant will consist of curriculum development more community directed, faculty development, service learning with college credit while working in the community. Possibly rent dorm space at Rehoboth so the students have a place to stay.

- B. Student Services – The Board congratulated Precilla Begay for having so many come to the FAFSFA on Saturday. Student Services with cost share with Student Services for the USB drives to be given to students. Paul Kraft reported he has the paperwork into HR for the Manager of Financial Aid and it has been forwarded to UNM. He is meeting weekly with them to make sure they are on track.
- C. Business Operations – Tony Major reported the reduction for this year's budget is now 5.5%. Index reconciliation was explained. He spoke on a team building exercise. MCHS Board will meet tomorrow to vote on the transition to GMCS.
- D. Ron Petranovich reported they had their first meeting today for professional development in the custodian and maintenance employees. The meeting went very well and the discussion was good. The walking trail will be addressed within the next 30 days. The new stations should be awarded and received within the next month. The State Fire Marshall comes annually and gives us a report. We work on the deficiencies. We have an engineer looking at the concerns from the Fire Marshall. We are not in violation of anything major.

The remaining departmental reports were presented in written form.

AGENDA ITEM X – Interim Executive Director's Report

Written Report – The Board asked about the eighth graders coming to UNMG. They have meet with the Superintendent and Asst. Superintendent. Ann Jarvis is taking the lead on this project. The Superintendent is very supportive. College Success course is still being evaluated prior to making this course mandatory.

AGENDA ITEM XI - Old Business

- A. Monthly Financial and Grants Update – We are in very good financial position. The grants are in good shape with very little planned for return.
- B. Budget FY 2009/2010 – Recession to the budget has already taken place. Budget hearings are completed. The Board will have training and then approval of the budget.

AGENDA ITEM XII - New Business

- A. Election of 2009/2010 Local Board Officers.
 - i. Secretary, Virginia Chavez opened the floor for nominations for Chair. Virginia Chavez nominated Gloria deCruz. Motion was made by Max Perez to close nominations seconded by Virginia Chavez. Gloria deCruz accepted the nomination. By acclamation Gloria deCruz was elected as Chair of the Local Board.
 - ii. Chair Gloria deCruz opened the floor for nominations for Vice Chair. Max Perez nominated Virginia Chavez. Motion was made by Max Perez to close nominations seconded by Gloria deCruz. Virginia Chavez accepted the nomination. By acclamation Virginia Chavez was elected as Vice Chair. Gloria deCruz welcomed Virginia Chavez as Vice Chair of the Local Board.

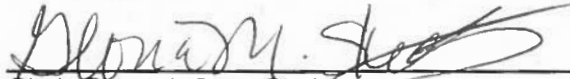
- iii. Chair Gloria deCruz opened the floor for nominations for Secretary. Gloria deCruz nominated Max Perez. Motion was made by Virginia Chavez to close nominations seconded by Gloria deCruz. Max Perez accepted the nomination. By acclamation Max Perez was elected as Secretary. Gloria deCruz welcomed Max Perez as Secretary of the Local Board.
- B. UNM-Gallup Marketing Plan – Gloria deCruz requested information about UNMG marketing plan. Is there one and should there be one? There is not a coordinated marketing plan. We work with UNM EU and try to coordinate funds. UNM-G needs to have a marketing plan. We need to start addressing a marketing plan for UNMG. UNM has some expertise that may help us. The Strategic Plan has not focused on marketing. The Board would like to have this addressed and recommend Barry Cooney create a Task Force to work on a marketing plan.
- C. Board Liability – Christy Butler discussed the handout on liability. The Board would like to have the UNM attorney and Risk Manager come to the May meeting.

AGENDA ITEM XIII - Additional Items Placed on the Agenda

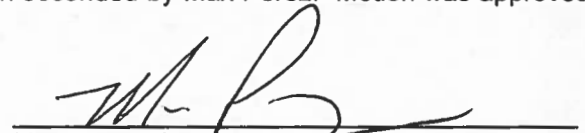
- A. Select Date for Board Budget Training – April 6 at 6:00 pm in the DCR.
- B. Select Date for Board Budget Approval – April 10 at 5:45 pm in the DCR.

AGENDA ITEM XIV – Adjournment

Motion was made by Virginia Chavez to adjourn. Motion seconded by Max Perez. Motion was approved with unanimous roll call vote at 8:05 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Monday, April 6, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

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

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

Chair, Gloria Skeet deCruz called the April 6, 2009 special meeting of the UNM Gallup Local Board to order at 6:10 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the April 6, 2009 UNM-Gallup Local Board Special Meeting Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI – New Business

Budget Training was presented by Tony Major.

AGENDA ITEM VII – Additional Items Placed on the Agenda

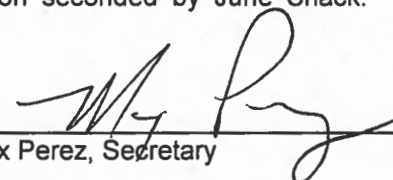
None

AGENDA ITEM VIII - Adjournment

Motion was made by Theresa Dowling to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 7:12 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Monday, April 10, 2009
Five Forty-five O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Director
Tony Major, Director Business Operations
Jim Blackshear, IT Manager
Christy Butler, Executive Assistant
Judge Henrietta Soland, McKinley County Magistrate Judge

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

Chair, Gloria Skeet deCruz called the April 10, 2009 special meeting of the UNM Gallup Local Board to order at 5:49 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV – Introductions/Announcements

Judge Henrietta Soland

AGENDA ITEM V – Oath of Office

June Shack, Position 3 was given the Oath of Office by Judge Henrietta Soland.

AGENDA ITEM VI – Approval of Agenda

Motion was made by Theresa Dowling to approve the April 10, 2009 UNM-Gallup Local Board Special Meeting Agenda. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII – New Business

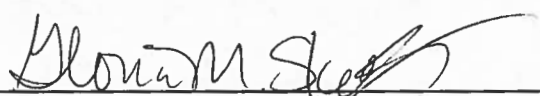
- A. Approval of 2010 Budget – Tony Major presented the Board with the 2009-2010 Budget. He went over the budget by item. The Board asked about staffing positions; there will be no layoffs or job loss. The Board would like to have a list of the open positions that will not be filled; Tony Major will have this information at the meeting on April 22. They asked about the 3% student aid; Tony will also have this information at the next meeting. Motion was made by Virginia Chavez to approve the UNMG 2009-2010 Budget with the underlying assumptions presented to the Board. If any major changes are discovered by the Budget Committee, the budget will again be presented to the Board for approval. Motion seconded by Theresa Dowling. Motion was approved by unanimous roll call vote.
- B. Executive Director Search – Theresa Dowling reported the first meeting of the search committee was on April 3 and the second was on April 8. There were 30 candidates narrowed down to six. Phone interviews started today. Four candidates will be interviewed on Monday. The last week of April and the first week of May the candidates will be in Gallup for interviews. The Board needs to be available to meet with the candidates. Marc Nigliazzo will come to meet with the Board to discuss the recommendation of the search committee. He hopes to announce the new Executive Director's name at graduation.

AGENDA ITEM VIII – Additional Items Placed on the Agenda

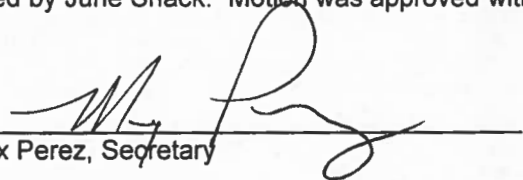
None

AGENDA ITEM IX - Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 6:23 PM.



 Gloria Skeet deCruz, Chair



 Max Perez, Secretary

Christy Butler, Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, April 22, 2009
Six O'clock p.m.

Zuni

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Assistant
Chris Marlow, Dean of Instruction
Paul Kraft, Director Student Services
Tony Major, Director Business Operations
Ron Petranovich, Facilities Manager
Jim Blackshear, Manager IT Services
Wally Feldman, MCHS Principal
Christy Butler, Executive Assistant
Rebecca Picquin, Student

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

Chair, Gloria deCruz called the April 22, 2009 meeting of the UNM Gallup Local Board to order at 6:05 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Rebecca Picquin student at UNMG has gone through all the steps for a grievance speaking with the instructor, the chair and tried to schedule with the Dean and it has not been addressed. She has come to the Board for help. The Board asked her to speak with Dean, Chris Marlow tomorrow regarding HIT 232. Chris Marlow will meet with her tomorrow. Barry Cooney will keep in touch with the Dean and see the problem is concerned.

AGENDA ITEM IV - Introductions/Announcements

None

AGENDA ITEM V - Approval of Agenda

Motion was made by June Shack to approve the April 22, 2009 UNM-Gallup Local Board Agenda. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

- A. Motion was made by Max Perez to approve the March 25, 2009 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.
- B. Motion was made by Max Perez to approve the April 6, 2009 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.
- C. Motion was made by Max Perez to approve the April 10, 2009 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Achieving the Dream Extension and Goals for Developmental Education - Chris Marlow reported the progress of the developmental classes. She gave a five-year history, where we are now and where we are going. The Transitional Studies Department began in the 2003-2004 academic year. The overall goal is to decrease the number of students coming through our doors that need to be in developmental classes within the next three to five years. We want to move students through the developmental classes as expediently as possible. Data will be compiled and determine how we will handle these classes. The campus will be advised as to what developmental classes are. The Student Success Committee should invite someone from the local schools to be on the committee. Work readiness is college readiness.

We need to be very aggressive in locating funding for counseling, social services, crisis intervention to help our students. The Board stated this is an ongoing issue and it needs to be addressed soon. What are the next steps? We need an action plan. Should we have a summit?

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – Chris Marlow reported the site visit from AtD went well. Faculty Senate elections were held last Friday. The new Faculty Senate President is Caleb Bush, the VP is Chad Adelhardt and the Secretary is Rachael Hewitt Beah. Operations Committee is Liz Bush, Rick Krouth, and Irene Den Bleyker. Chris Marlow will bring a list of all new faculty hires to the next meeting. We have had very strong applicant pools.
 - B. Director Student Services – Paul Kraft reported the Student Senate presented, at the conference in Boston, on the Talking Circle was very well received from their peers. He is looking for a different type of Leadership Conference for Student Senate so they can meet and discuss with peers instead of presenting.
 - C. Business Operations – The Board asked Tony Major about the receipts of the bookstore and the hiring pause. The receipts go to help keep the bookstore running. Pause in hiring non-critical positions will continue through 2010.
 - D. Manger Facilities - Ron Petranovich reported he is getting an engineer at the Zuni campus to resolve the HVAC system.
 - E. Manager IT Services – Jim Blackshear reported ER&R funding has been cut drastically by the state and does not give a good return for our money. We will not buy \$1000 computers to get \$500 back; but will be purchasing computers for less. Our intent is to purchase some of the computers with our ER&R and not replace all on the list. All student computers will be replaced. The Board as requested a list of strategic equipment and projects requested from the Budget Committee. The IT staff is working on a How To Handbook to be given to all staff and faculty in the fall, this project has helped change the tone of the working relationships in the shop and communication within the department. It was mentioned that the Zuni Public Schools has just had a high-speed line installed at the schools. This may be a good time to partner with them.
 - F. Nursing – The Board really likes the idea of local nurses mentoring our students.
 - G. MCHS Principal – The Board asked Wally Feldman to congratulate the student who is graduating with a High School and AA degree at the same time.
- The remaining departmental reports were presented in written form.

AGENDA ITEM IX – Interim Executive Director's Report

- A. HLC On-Site Visit – Barry Cooney reported UNM and two of the Branches were visited by the 14 member accreditation committee for renewing UNM accreditation. We received two of the members at Gallup along with Taos. After the visit, Gallup and Taos were given very high praise when reporting to main campus.
- B. Food Service Contract Award – After much work with UNM, beginning June 8 our new vendor will be Fratelli's. The food service area has been painted and is much brighter.
- C. Report on Major Initiatives
 - i. Computer Literacy testing is now mandatory for new students.
 - ii. Fusing developmental courses with regular classes is being developed.
 - iii. OGRE has created a much more focused process for grants.
 - iv. Mandatory placement has been implemented.
 - v. Assessment and Outcomes is being tackled by departments.

AGENDA ITEM X - Old Business

Monthly Financial and Grants Update – We are in very good financial position. The grants are in good shape with very little planned for return.

AGENDA ITEM XI - New Business

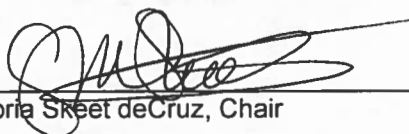
HED Budget Request Approval FY 2010 – Tony Major presented the HED Budget Request. After discussion motion was made by Virginia Chavez to approve the HED Budget. Motion seconded by June Shack. Motion was approved with unanimous roll call vote.

AGENDA ITEM XII - Additional Items Placed on the Agenda

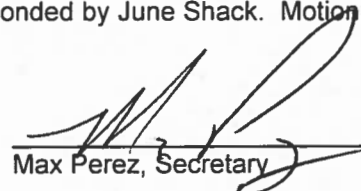
None

AGENDA ITEM XIII – Adjournment

Motion was made by Max Perez to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 8:30 PM.



Gloria Sreet deCruz, Chair



Max Perez, Secretary

Christy Butler, Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, May 18, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Marc Nigliazzo, VP Rio Rancho Operations and Branch Campus Academic Affairs
Christy Butler, Executive Assistant

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

Chair, Gloria deCruz called the May 18, 2009 meeting of the UNM Gallup Local Board to order at 4:20 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

Marc Nigliazzo, VP Rio Rancho Operations and Branch Campus Academic Affairs

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the May 18, 2009 UNM-Gallup Local Board Agenda. Motion seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Additional Items Placed on the Agenda

None

AGENDA ITEM VII – Adjourn for Executive Session

Motion was made by Max Perez to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion on employment of an Executive Director. Motion seconded by Theresa Dowling. Motion was approved by unanimous roll call vote at 4:23 PM.

AGENDA ITEM XIV – Executive Session

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


AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Theresa Dowling. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote at 5:19 PM.

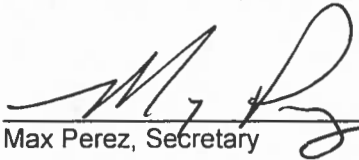
Upon reconvening the regular meeting of the Local Board, Max Perez instructed the Marc Nigliazzo to continue working with UNM-A related to the personnel issues of employment for the Executive Director and to keep the UNMG Local Board informed of the status of these issues. 10-15-1-J NMSA 1978

AGENDA ITEM XVI – Adjournment

Motion was made by Theresa Dowling to adjourn. Motion seconded by Max Perez. Motion was approved with unanimous roll call vote at 5:21 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Christy Butler,
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, May 27, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

Barry Cooney, Interim Executive Assistant
 Paul Kraft, Director Student Services
 Tony Major, Director Business Operations
 Ron Petranovich, Facilities Manager
 Jim Blackshear, Manager IT Services
 Wally Feldman, MCHS Principal
 John Archuleta, Sr. VP & Manager, George K. Baum
 Ann Jarvis, CTE Principal
 Ara Green, Administrative Assistant III

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

Chair, Gloria deCruz called the May 27, 2009 meeting of the UNM Gallup Local Board to order at 6:02 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

John Archuleta, Sr. VP & Manager, George K. Baum

AGENDA ITEM V - Approval of Agenda

Motion was made by Theresa Dowling to approve the May 27, 2009 UNM-Gallup Local Board Agenda with Agenda Item XI A. New Business to follow Board Business. Motion seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

- A. Motion was made by Virginia Chavez to approve the April 22, 2009 UNM-Gallup Local Board Minutes as presented seconded by Max Perez. Motion was approved by unanimous roll call vote.
- B. Motion was made by Theresa Dowling to approve the May 18, 2009 UNM-Gallup Local Board Minutes as presented seconded by Virginia Chavez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

CCTE – Ann Jarvis presented an overview of the programs offered, when they occur, who the Instructor's are and where they take place. The bulk of our programs are at UNM-Gallup. We also use instructors and space at UNM-Zuni, Ramah and Miyamura High Schools. CCTE is a dual credit program that has been at UNM-G since 1984. We also offer concurrent enrollment where students get high school and college credit. The welding program was on hiatus this year. A successful automotive program was conducted at Zuni. Jeff Davis is planning to add an afternoon automotive session at UNM-G. Cosmetology will stack courses with 10 CCTE students along with 10 college students due to staffing issues. Culinary Arts at Miyamura High School is doing well. ECME is a newer program that is growing. Counselors at Miyamura High School toured UNM-G ECME and inquired about having an afternoon program. Schools are also looking for welding and DDM programs and have a waiting list of students. We are in a valley now due to students failing classes and attending remediation classes or night school academy which limits the time they have at UNM-G. She suggested that we offer dual credit introductory level CCTE courses at the student's home high schools. We are currently doing this through Tse Yi Gai and Tohatchi High Schools. Gallup High may be going to block periods in the future which will work well with UNM-G schedule. Another challenge is working with the different schools calendar. CCTE classes will follow the UNM-Gallup calendar with an August 24 start date. The Board asked for a copy of the

CCTE Policy Manual. Dr Marlow feels there may be some confusion between dual enrollment versus concurrent enrollment. Dual credit can be at a local High School with an instructor approved to teach the college course. The students who come to UNM-G still have to go through Compass testing for placement and complete the dual credit application. Concurrent enrollment is where the student comes to UNM-G, tuition is paid by home district, text books are purchased by home district and student receives high school credit, no college credit. Tuition is waived. The Board is pleased see Robin Lasiloo hired as an instructor and visiting faculty member and asked Dr. Marlow to send him the Boards congratulations. The application for 2009-2010 Perkins grant has been submitted

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction – Barry Cooney reported for Chris Marlow. He reported the Zuni campus manager, Laura Moore, will start on July 1. Fred Wey's position has been extended through June 15. Purchase of additional equipment for welding program will occur prior to fall semester. This will let us to offer a nationally recognized certificate program when classes resume in fall. Barry and Chris met with each instructional department in April to discuss assessment and instructional innovation. The purpose is to improve the caliber of teaching. MCHS portables will be here mid-June.
- B. Director Business Operations – Tony Major reported the budget balanced without reducing our work force. Also institutionalized three Title III grant funded positions. Final budgets will be distributed to departments in the next few weeks.
- C. Director Student Services – Paul Kraft reported summer head count 576 up 17% from this time last year. Credit hours up 16% to 2792. Head count for first Monday instruction was 719 in 2008. Getting students to register earlier each year and glad to see numbers higher. Fall head count at 302, up 17% from 2008. Credit hours 2550, up 29% from 2008. The number of students signed up for graduation was 350 with 190 walking, which is normal.
- D. Manger Physical Plant and Facilities - Ron Petranovich reported a busy summer ahead. Expressed his appreciation for approval of bond package. Physical plant and IT staff have completed a very difficult move out of Calvin Hall to various places around campus. This was done very efficiently. Barry is hosting a luncheon tomorrow to show appreciation for incredible work of staff. The crews were courteous and hard working. Barry commended Ron and Jim for their crews.
- E. Manager Information Technology – Jim Blackshear reported the IT Strategic Plan needs to be implemented to help the institution. Thanked Tony Major and Business Office for their help in getting funding and continuing to look for extra grant funding. We are waiting on the main campus assessment and needs then we will prioritize those needs. Gill Gonzales is scheduled to be on campus the end of June to work on internal IT and again in September to work with faculty on customer service. The Board asked how long before computer equipment needs to be replaced. Jim stated our policy is every 5 years. IT monitors use of equipment. Will move older equipment out at 3½ years to a less used location until the end of computer life.
- F. MCHS Principal – Wally Feldman reported PED has decided the MCHS meets all of the requirements to continue operation in the future. Eighteen students are graduating one of whom will receive a high school diploma and an A.A. degree at the same time. Portable buildings will arrive in June for fall classes.
- G. Focused Continuous Improvement – Barry Cooney would like Administrators' to review the report on the improvement of collaboration between Business Operations and Student Services. Tony and Paul will go over all the issues and then all Administrators' will come together and review the findings.
- H. Faculty Senate – Mandatory computer purchases discussions still ongoing. Students are required to have a lap top at many colleges. The Board asked if we will be ready in five years. Jim reported that when the time comes IT Department will put together software provided to each student as part of computer purchase which would bridge the gap for what students need.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX – Interim Executive Director's Report

- A. Major Initiatives for the Summer –
 - i. The Board requested report of Public Relations. Barry appointed task force of Tony Major, Paul Kraft and Linda Thornton to research this issue of marketing and advertising and goals. The task force should be ready to give report at the next board meeting.

- ii. Dr. Sylvia Rodriguez Andrew was selected as the new Executive Director. She should be here in August as acting Director. Barry Cooney will be here for one month to help in Dr. Andrew's transition. They have established a good rapport already. The Board suggested they welcome Dr. Andrew when she comes to town to look for housing.
- iii. Computer literacy initiatives have begun and will continue. We need to develop a strategic plan to go forward with the future Executive Director.
- iv. Will continue articulating with Dean to infuse different kinds of instructional learning to address the needs of high risk students. Looking at integrating separate reading component into a many existing courses. How to maximize the ability of students and faculty to work together to help students succeed.
- v. Some departments are without Chairs. How do we create structural divisions to fit with one another? We already have several plans that have been put forth by faculty and will present model to incoming Executive Director. This is the ideal time to do this. The Board questioned how involved the new director is on this initiative. Barry said he and several others will be working on this so when Sylvia comes on board in August, they will have in place. Footnote: structural realignment has been needed for very long time. When Barry Cooney first started there were 17 departments here at UNM-G now there are 11. Having so many departments creates division. This all goes hand in hand with the work done during the last 14 months.
- vi. The Board asked if Fred Wey will be coming back as full time faculty. Barry didn't think he would return. The announcement has not been made public yet. Barry met with Governor Cooney and the Tribal Council today to apprise them of Laura Moore's appointment as Zuni Campus Manager.

B. Other items may be reported: None

AGENDA ITEM X - Old Business

- A. Monthly Financial and Grants Update – Tony Major reported we are in a very good financial position. Grants are in good shape with very little planned for return. He is very happy with the budget process this year. Tony provided HED budget and banner budget binders for each Board member.
- B. Marketing Task Force – Barry spoke on this in his report.
- C. Follow up on Rebecca Picquin - student who came to last meeting. Barry does not know much about this but the Dean has made thorough report and will update at next Board meeting.

AGENDA ITEM XI - New Business

- A. Resolution of Bond Sale – John Archuleta presented Authorizing Resolution to Board to authorize the sell of bonds. We will sell two million of the eight million dollars that were approved by the voters on February 3, 2009. Sell date will be August 26, 2009. We need to present to the Board of Regents, HED and the State Board of Finance for various approvals to sell the bonds. Al Clemmons has already looked at the timing of transaction and this is the best time to sell the bonds. Al Clemmons will attend an upcoming UNM-Gallup Board meeting to present the electronic bids that have been submitted. Motion was made by Theresa Dowling to approve the sale of bonds, seconded by June Shack. Motion was approved by unanimous roll call vote
- B. Review ABE – Chris Marlow – Tabled until next meeting. Per Barry Cooney we have temporary hire for ABE; Sandy Webb sitting in for Christine Abassary. Very on top of things and establishing a good rapport with ABE staff.
- C. June Meeting & Retreat Date – Theresa Dowling reporting via Christy Butler we can move retreat to first two weeks of August which would be good with new Director coming in. The Board commented if we are considering meeting with new director we can combine marketing report, with retreat when Dr. Andrew comes to look for house. Barry will get in touch with Dr. Andrew to find out when she will arrive.

AGENDA ITEM XII - Additional Items Placed on the Agenda

None

AGENDA ITEM XIII – Adjourn for Executive Session

Motion was made by Virginia Chavez to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by Theresa Dowling. Motion was approved by unanimous roll call vote at 7:47 PM.

AGENDA ITEM XIV – Executive Session

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

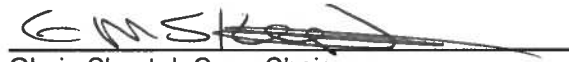
AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by June Shack. Motion seconded by Theresa Dowling. Motion was approved by unanimous roll call vote at 8:51 PM.

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

AGENDA ITEM XVI – Adjournment

Motion was made by Theresa Dowling to adjourn. Motion seconded by June Shack. Motion was approved with unanimous roll call vote at 8:54 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Ara Green,
Administrative Assistant III

UNM-GALLUP LOCAL BOARD RETREAT MINUTES

Thursday, August 20, 2009
Five Fifteen O'clock p.m.

Theresa Dowling's Residence

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF

Sylvia Andrew, Executive Director
Christy Butler, Executive Assistant

Chair, Gloria deCruz called the retreat meeting of the UNM-Gallup Local Board to order at 6:24 pm. A quorum was present.

Get Acquainted with Sylvia Andrew and her vision for UNM-G

- Convocation held on Tuesday
 - Barry Cooney left many documents to be read
 - Found three years of information collected but no action taken
 - Information needs to be broken down by department then develop goals
 - Baseline needed so we can measure improvement
 - Survey this fall faculty and staff
 - Survey in the spring students
- Work well with our stakeholders
 - Zuni Pueblo, Navajo Nation and community
 - We are not perceived as being open, inviting, and engaging
 - Need to build and create bridges and include them
 - We need to build trust
- Need to focus on student success
 - We need to raise the bar
 - Sensitive to student needs
- Need a vision for the Zuni campus
 - Address food and library needs
 - Board wants a report each month from the Zuni campus
- Clearer vision on what UNM-G is; liberal arts or a community college.

If UNM-G is not a good place to work, it is not a good place to learn.

Discussion on Board Goals

- Board wants the strategic plan fleshed out
- Have the Board reports address the goals

Marketing Plan

- What do we do better than anyone else?
 - Board work with the Marketing Task Force
 - Board appointed liaison to the task force
 - Draft marketing plan
 - Bring plan to Board then present to campus

Radiology Technology Program

- Controversial program
 - Look at all compiled information for program available and update
 - Meet with the stakeholders in Gallup
 - RMCH
 - IHS
 - Investigate need in this area for radiologists
 - Make a decision on program

Review of Board By-Laws

- Amend the MCHS 160 & 161.1 to remove as MCHS is now under GMCS
- Review again at the September meeting

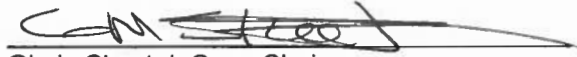
Review of Board Ethics

- No changes

Next Year's Meeting and Retreat Dates

- Meetings on the fourth Wednesday of the month except November meet on the third Wednesday
- Possible meeting prior to graduation
- Information meeting in December date TBD at October meeting

Adjourned meeting at 9:01 PM.



Gloria Skeet deCruz, Chair

Christy Butler, Executive Assistant



Max Perez, Secretary

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, August 26, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

- Sylvia Andrew, Executive Director
- Paul Kraft, Director Student Services
- Tony Major, Director Business Operations
- Chris Marlow, Dean of Instruction
- Ron Petranovich, Facilities Manager
- Jim Blackshear, Manager IT Services
- Wally Feldman, MCHS Principal
- Al Clemmons, Executive Vice President, George K. Baum
- Christy Butler, Executive Assistant

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

Vice Chair, Virginia Chavez called the August 26, 2009 meeting of the UNM Gallup Local Board to order at 6:25 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

None

AGENDA ITEM IV - Introductions/Announcements

- Sylvia Andrew, Executive Director
- Al Clemmons, Executive Vice President, George K. Baum

AGENDA ITEM V - Approval of Agenda

Motion was made by Max Perez to approve the August 26, 2009 UNM-Gallup Local Board Agenda with Agenda Item XI A. and B. New Business to follow Board Business. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

- A. Motion was made by June Shack to approve the May 27, 2009 UNM-Gallup Local Board Minutes as presented, seconded by Max Perez. Motion was approved by unanimous roll call vote.
- B. Motion was made by June Shack to approve the August 20, 2009 UNM-Gallup Local Board Retreat Minutes as presented, seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

MCHS Principal Wally Feldman reported they made AYP. The only thing that was disappointing was they had a 65% graduation rate and this was because they had two students quit. GMCS has taken over the financials and they are auditing the books. Everything looks good financially. Move into the portables date will be Monday or Tuesday next week. The Board offered their congratulations for making AYP.

AGENDA ITEM VIII - Division/Department Reports

- A. Dean of Instruction Chris Marlow reported – The welding program is open this semester. It will be state-of-the-art program. The board asked about transitional studies faculty; we are doing well in full-time faculty but had two part-time faculty quit last week. We are fully staffed. There continue to be issues in the hiring process. The nursing department is continuing to work toward accreditation.
- B. Director Business Operations – Tony Major reported we do not have anything we can attribute to the stimulus package. The Board would like to have a copy of the report between Business Office cashiers and Student Services financial aid.
- C. Director Student Services – Paul Kraft reported the financial aid manager position has not been posted but should within the next couple of weeks. On-line registration has gone very well. A lot

of student workers and staff across campus assisted in student registration. Freeze date is September 11. To date enrollment is up 3.5% in headcount 2424 up 82 students with credit hours up 9%. We should have 2800 – 2900 students this semester.

- D. Manger Physical Plant and Facilities - Ron Petranovich thanked the board for approval of the bond sale. This will allow us to restructure Vo-tech Dr., backfill Gurley Hall, and furnish the new building. The Calvin Hall project is on schedule and should be completed the end of October. Everyone will be moved back in during November and December. The supervisor of custodians position is still open.
- E. Staff Senate – The Board was very pleased with the Staff Senate focus on respect for students and professionalism. The Board would like to have a copy of the flow chart showing the organizational definition of units.
- F. Nursing – The Board appreciates Marji Campbell and the nursing faculty's hard work in the preparation for accreditation.

AGENDA ITEM IX – Executive Director's Report

- A. Report on first two weeks – Dr. Norman Smith a long term English teacher died suddenly the Sunday before the first day of class. He will be missed by students, faculty and staff.

Sylvia Andrew started on August 11. She has been reviewing reports, summaries, talking circles, conversations with faculty and staff, re-organization plan, and the existing strategic plan. The Radiology Technology Program will also be reviewed. Developing a UNM-G marketing plan and vision for the Zuni campus are high priorities. She wants to begin a series of meetings to cultivate and strengthen relationships with the Navajo Nation, Zuni Pueblo community leaders and stakeholders.

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

AGENDA ITEM X - Old Business

- A. Monthly Financial and Grants Update – Tony Major reported we ended the year well. Current financial climate with the State is not good. They are calling for a 3% rescission mid year. HED is calling for a 5%. The administrative team can do it this year but we need to make a determination on how the combined loss will be handled.
- B. Marketing Task Force – Tony Major, Paul Kraft and Linda Thornton met this summer. Linda Thornton offered a Power Point presentation on “Marketing in the 21st Century”. A small Task force will be compiled of a staff, student, board member, and administrator to compile a marketing plan.
- C. Follow up on Rebecca Picquin - student who came to the April meeting. We have not been able to have a meeting with her and cannot contact her by the phone numbers given. There is a set protocol for the students to follow. We have not been able to resolve this matter at this time. The Board requested a letter be sent to the student from the Dean's office.
- D. Review ABE – Chris Marlow – Tabled from the last meeting. Requested to have this item tabled again. She will have the appropriate people from ABE at the next meeting.

AGENDA ITEM XI - New Business

- A. Open Meetings Resolution - Motion was made by Max Perez to approve the Open Meetings Resolution, seconded by June Shack. Motion was approved by unanimous roll call vote.
- B. Approval of Bond Sale – Al Clemmons presented the electronic bids that have been submitted. After discussion, motion was made by June Shack to approve the sale of bonds to Kiaus & Co., seconded by Max Perez. Motion was approved by unanimous roll call vote
- C. Local Board Code of Ethics - Motion was made by June Shack to approve the Local Board Code of Ethics, they will be posted in the Director's Conference Room, the Zuni Campus conference room and in the lobby at North Campus. Seconded by Max Perez. Motion was approved by unanimous roll call vote.
- D. 2009-2010 UNMG Budget – The budget approved by the Board was sent to UNM for Regent approval then it was sent to HED and approved. Our tuition was not increased this year and we are committed to not raising tuition.
- E. 2008 Final Financial Results – The HED report has not been completed and we will have the actuals report for the Board at the next meeting. We rolled \$721,000 into savings. These dollars are from faculty and staff positions that we not filled for the entire budget year.

AGENDA ITEM XII - Additional Items Placed on the Agenda None

AGENDA ITEM XIII – Adjourn for Executive Session

Motion was made by Max Perez to adjourn the regular meeting of the UNMG Local Board for Executive Session for Limited Personnel Issue Section 10-15-1-N.(2) NMSA 1978 discussion will include several personnel issues concerning updates and a possible disciplinary action. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 8:13 PM.

AGENDA ITEM XIV – Executive Session

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

AGENDA ITEM XV - Reconvene from Executive Session

Motion to reconvene Open Meeting from Executive Session was made by Max Perez. Motion seconded by June Shack. Motion was approved by unanimous roll call vote at 9:02 PM.

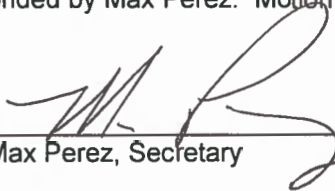
Upon reconvening the regular meeting of the Local Board, Max Perez instructed the Executive Director to continue working with UNM-A related to the ongoing personnel issues of employment that were discussed in the closed meeting and to keep the UNMG Local Board informed of the status of these issues.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

AGENDA ITEM XVI – Adjournment

Motion was made by June Shack to adjourn. Motion seconded by Max Perez. Motion was approved with unanimous roll call vote at 9:03PM.



Virginia Chavez, Vice Chair



Max Perez, Secretary

Christy Butler
Executive Assistant

UNM GALLUP LOCAL BOARD MINUTES

Wednesday, November 17, 2009
Six O'clock p.m.

Gallup

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP CAMPUS STAFF AND GUESTS:

- Sylvia Andrew, Executive Director
- Paul Kraft, Director Student Services
- Tony Major, Director Business Operations
- Ron Petranovich, Facilities Manager
- Jim Blackshear, Manager IT Services
- Laura Moore, Zuni Campus Manager
- Loretta Gonzales, Director MLT
- Christy Butler, Executive Assistant
- Priscilla Smith, Community Member

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

Vice Chair, Virginia Chavez called the November 17, 2009 meeting of the UNM-Gallup Local Board to order at 6:12 PM with roll call. A quorum was present.

AGENDA ITEM III - Public Input

Priscilla Smith gave us a challenge to make transition from high school to UNM-G and then articulate to a four year institution seamless.

AGENDA ITEM IV - Introductions/Announcements

Kathy Head, Technical Instructor III and Priscilla Smith a community member were introduced.

AGENDA ITEM V - Approval of Agenda

Motion was made by Max Perez to approve the November 17, 2009 UNM-Gallup Local Board Agenda. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM VI - Board Business

Motion was made by June Shack to approve the October 28, 2009 UNM-Gallup Local Board Minutes with changes, seconded by Max Perez. Motion was approved by unanimous roll call vote.

AGENDA ITEM VII - Board Education

Kathy Head presented the UNM-Gallup Assessment activities since March 2008 when the College Assessment Review Committee (CARC) was formed in preparation for UNM accreditation. CARC has been reviewing assessment plans making recommendations to program and presenting them to the Provost. They continue to work with programs to complete revised plans. Seven programs have been approved by the Provost and published. CARC will publish assessment information on the new UNM-G website.

The Board commended Kathy as chair of this committee for the committee's hard work.

AGENDA ITEM VIII - Division/Department Reports

- A. Director Business Operations – Tony Major reported the Governor signed parts of the special session budget reduction bill so \$392,000 and nursing expansion \$2,000 have been cut. Our current position vacancies should be able to handle the cuts this year. The budget committee will begin meeting in the next couple of weeks to start looking at the 2010-2011 budget.
- B. Director Student Services – Paul Kraft reported the spring schedule is on-line now and should be finalized by Monday. We want to create the expectation of registering in December not in January.
- C. Manger Physical Plant and Facilities - Ron Petranovich reported they are working on getting a pre-qualified vendor list for local vendors. Don Chapman is on board as custodial supervisor and is a great asset for our department.

- D. Nursing – Kathy Head reported the student health care fair was a success. There is a full nursing class of 28 students with two alternates for the spring semester.
- E. Zuni Campus – Laura Moore reported they are continuing to look at solutions for food vending and a lounge for students.

The remaining departmental reports were presented in written form.

AGENDA ITEM IX - Executive Director's Report

- A. Review of Board Report
 - i. Dr. Kraft will chair the search committee for the Dean of Instruction position. There will be faculty tenure track, senior faculty, vocational faculty and staff will be on the committee.
 - ii. Professional Development for the Management Team - There were several internal audit reports and recommendations to have civil rights training and diversity training and the trainings were not done. A customized version just for UNM-G will be presented and UNMA is providing the training we have an opportunity to ask nine others to join in this journey. The Management Team is requesting two each from faculty senate, staff senate, and chairs are to be part of the training group.
 - iii. Carl Perkins site visit went very well. There are two areas that are deficient but everything else was a very positive review. There has been a change in procurement procedures which will have the dollars spent by the spring semester.
 - iv. Sylvia will meet with Ron Petranovich and Chris Chavez tomorrow on the Sustainability Task Force. Mary Vosevich will meet with the committee.
- B. Other items may be reported:
 - i. In the Student Senate report they mentioned they gave some financial support to go to trips. The nursing students will be featured in IMPRINT magazine.

AGENDA ITEM X - Old Business

- A. Monthly Financial Update – Tony Major reported we are doing well. Before any final changes are made to the budget it will be brought before the Board. With the increase in enrollment we are ahead. We will have to work really hard to make sure the budget recessions are carried through for the 2011 budget.
- B. Monthly Grants Update – Tony Major reported the ORGe office is doing a good job of helping the PIs keep on track.
- C. Approval of UNM-G Operating Agreement – Motion was made by Max Perez for approval of the Operating Agreement. Motion seconded by June Shack. Motion was approved by unanimous roll call vote.

AGENDA ITEM XI - New Business

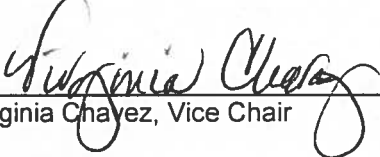
None

AGENDA ITEM XII - Additional Items Placed on the Agenda


None

AGENDA ITEM XIII - Adjournment

Motion was made by June Shack to adjourn. Motion seconded by Max Perez. Motion was approved with unanimous roll call vote at 7:32 PM.



Virginia Chavez, Vice Chair



Max Perez, Secretary

Christy Butler
Executive Assistant

UNM-GALLUP LOCAL BOARD INFORMATION MEETING MINUTES

Tuesday, December 15, 2009
Six O'clock p.m.

Theresa Dowling's Residence

UNM GALLUP LOCAL BOARD

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

UNM-GALLUP STAFF

Sylvia Andrew, Executive Director
Christy Butler, Executive Assistant

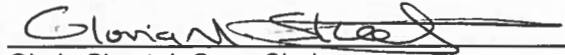
Chair, Gloria deCruz called the information meeting of the UNM-Gallup Local Board to order at 7:18 pm. A quorum was present.

Discuss ACCT Information – Theresa Dowling presented information received at the ACCT Conference.

- ✓ Strategic Planning
- ✓ Workforce Development
- ✓ Student Success Stories
- ✓ Transition Adult Learners to College and the Workforce
- ✓ President Evaluation – Board would like to have input for Executive Director Evaluation form. Executive Director set goals for evaluation use.
- ✓ Board Self-Assessment – Christy Butler to check with ACCT for cost of this service.

Campus Climate – Sylvia Andrew – Gave a review of the Power Point presentation given to the campus in November on the campus climate survey.

Adjourned meeting at 8:45 PM.



Gloria Skeet deCruz, Chair



Max Perez, Secretary

Christy Butler
Executive Assistant