GALLUP

LOCAL ADVISORY BOARD MEETING

TUESDAY

August 16, 2022 | 4 P.M.

Office of the Chancellor

UNM-GALLUP LOCAL ADVISORY BOARD MEETING

Tuesday, August 16, 2022 | 4:00 p.m. | Board Room (Gurley Hall 1216A)
3D in Gurley Hall 1216A, 705 Gurley Ave, Gallup, NM 87301
2D video and voice on https://unm.zoom.us/j/97440954728
One tap mobile voice at +16694449171,,97440954728# US

AGENDA:

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

II. ACTION ITEM | Vote to Approve Minutes: May 17, 2022

III. Public Comments Related to Items on the Agenda (Limit: 3 minutes per speaker)

All speakers must sign in with the recording secretary at tgriego2003@unm.edu

IV. Comments from Student, Faculty and Staff Constituencies

A. Student Senate | Vacant
B. Faculty Assembly | Matt Mingus
C. Staff Council | Frank Sanchez

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

VI. Chair's Report | Ralph Richards, Chair

A. Report from the temporary committee on the Review of the Operating Agreement Between the Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University – Signed November 2018.

B. Report from the temporary committee on the Review of the UNM Gallup Campus Local Board Bylaws adopted April 30, 2003, last amended April 4, 2017.

C. July Board Retreat – Priorities: Bachelors in Education – Elementary Ed, Secondary Ed, Early Childhood, Special Education; Student experience – add coffee cart, gaming area; Increase face-to-face student recruitment

VII. Chancellor's Report | Dr. Sabrina Ezzell

A. NM Higher Education Department 2022 Capital Outlay Summer Hearings Presentations, July 28, 2022
B. Strategic Planning Committee
C. Updates for HR, Business Operations, Academic Affairs and Student Affairs

Office of the Chancellor

VIII. New Business | Ralph Richards. Chair

A. ACTION ITEM: Vote - Review annually per (300.1) UNM Gallup Campus Local Advisory Board Bylaws

B. ACTION ITEM: Vote - Review at least biennially per Bylaws (300.2) the Operation Agreement between the Board of Regents of the University of New Mexico and the Local Board of the Gallup Campus of the University of New Mexico

C. ACTION ITEM: Vote - Establish annually per Bylaws (310.2) Regular Meetings – Dates and Times FY2022-23

D. ACTION ITEM: Vote and Sign - Open Meetings Act Resolution in accordance with NMSA 1976, Section 10-15-1 through 10-15-4 and NMSA 1978, Section 10-15-1.C. https://www.gallup.unm.edu/pdfs/20200625-Signed-Open-Mtg-Resolution-2022-2023.pdf

E. ACTION ITEM: Vote and Sign - Local Advisory Board Code of Ethics – FY2022-23

F. ACTION ITEM: Vote - Election of Local Advisory Board Officers per Bylaws (120): The Board shall elect a chairperson, a vice chairperson and a secretary from among its members...The Term of office shall be for one year beginning immediately upon election and ending...when successors have been duly elected.

IX. Old Business | Ralph Richards, Chair

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

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

XII. Adjourn

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

UNM-GALLUP ADVISORY BOARD MINUTES

Tuesday, May 17, 2022 | 4:00 P.M. | Gurley Hall 1216A

UNM-GALLUP LOCAL BOARD:		UNM-GALLUP STAFF & GUESTS:
Ralph Richards	Present	Dr. Sabrina Ezzell, Interim Chancellor
John Cresto	Present	Robert Griego, Dir. of Operations
Becky Apel	Absent	Dr. Dan Primozic, Dean of Instructor
Chris Vian	Present	Dr. Michelle Lee, Student Affairs
Teri Garcia	Present	Dr. Rob Hunter, Middle College

AGENDA ITEM I: CALL TO ORDER

Chair Ralph Richards called the May 17th, regular meeting of the UNM-Gallup Local Advisory Board to order at 4:00 p.m. Chair Ralph Richards asked for roll call. A quorum was present.

AGENDA ITEM II: VOTE TO APPROVE MINUTES

Motion made by Teri Garcia to approve the minutes from the April 19th board meeting; seconded by John Cresto and approved unanimously by voice vote.

AGENDA ITEM III: PUBLIC COMMENTS

No public comments.

AGENDA ITEM IV: COMMENTS FROM STUDENT, FACULTY & STAFF CONSTITUENCIES

Student Senate: None
Staff Council: None
Faculty Assembly: None

AGENDA ITEM V: COMMENTS FROM LOCAL ADVISORY BOARD MEMBERS RELATED TO ITEMS ON AGENDA

None.

AGENDA ITEM VI:
CHAIR'S REPORT

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

AGENDA ITEM VII:
CHANCELLOR'S REPORT

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

AGENDA ITEM VIII:
OLD BUSINESS

None.

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

None.

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

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

AGENDA ITEM XI:

ADJOURN

Chris Vian motioned to adjourn, Teri Garcia seconded the motion. Meeting adjourned at 5:00 pm.

Ralph Richards, Chair

Secretary

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

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

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

1. Act as an advisory board to the Board of Regents or their designee in all matters pertaining to the conduct of the Gallup Campus.

2. Approve an annual budget for the Gallup Campus for recommendation to the Board of Regents for final approval.

3. Provide approval and certification for the tax levy, as required by state law, to the Gallup County Commission.

4. Call Elections for the Advisory Board positions pursuant to the Branch Community College Act, Section 21-14-2.1, NMSA 1978.

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

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

Pursuant to the provisions above:

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

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

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

a. Credits earned in lower division courses that have been approved by the UNM Faculty Senate and Office of the Provost shall carry residence credit and be applicable to all UNM baccalaureate programs.
b. Credits earned in lower division technical courses offered by the Branch that have been approved by the Office of the Provost, may count towards degree programs specific to the branch and may transfer to UNM baccalaureate programs without explicit articulation agreements or exceptions defined in the UNM Faculty Handbook policy F80.

3. Degree and certificate programs at a branch shall be available to other branches subject to any accreditation requirements.

4. Financial oversight of the Branch shall be the responsibility of the Board of Regents in accordance with its established requirements and procedures.

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

The branch will remit annually to UNM a fee for the use of all management systems of records as of July 1st, 2022, including those employed for financial services, enrollment services, advisement services, legal services, library services, enterprise systems, data services, research services, learning management systems, grants and contracts, planning and campus development, faculty contracts and human resources to the extent that no direct transfer of funds is required. Administrative service fees may not be changed for the duration of the agreement, however, new services that may cost more to UNM during the term of this agreement the Branch will be assessed their portion of the cost if they choose to be included in the new services.

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

POLICIES:

1. The Board of Regents or their designee will meet with Branch Advisory Boards or their designee at least once a year or more often as needed to foster and sustain communication between the Branch and UNM Albuquerque.

2. All employees of the Branch campus are employees of the University of New Mexico and subject to the policies and procedures thereof, including annual performance reviews. The Chancellor of the Branch reports to the UNM Provost, who will conduct his or her annual performance review.

Input on the Chancellor's performance will be sought, and the outcomes of the review shared, with the Advisory Board. Authority for contract decisions to remove or retain the Chancellor rest with the UNM Provost, after consultation with the President and the Advisory Board. Authority for all other contract decisions, including salary, performance improvement plans, or interim appointments in the event of a vacancy in the office of the Chancellor, rest with the UNM Provost.

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

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

4. As part of UNM, the Branch shall have available to it liability insurance under the public liability fund administered by the New Mexico Risk Management Division. The New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, will govern any liability of the Branch.

5. The Branch may use facilities other than public school facilities, subject to the approval of the Provost.

6. All rights and responsibilities of the Board of Regents in this Agreement not specifically delegated herein and not requiring Board of Regents approval by statute, regulation, or University policy, are hereby delegated to the Provost of the University, who may re-delegate them as appropriate.

7. This proposed agreement expresses UNM main campus' commitment to better fostering full 4-year and (2 plus 2) degree programs tailored to the specific needs and priorities of each UNM branch and their communities. At the same time, it strives to protect UNM's interest at the branches and main campus and in keeping a coherent academic mission with healthy enrollments.
   Right of First Refusal: In the event a Branch Campus identifies the need for upper division or graduate course(s) or program(s) to meet a 2 plus 2 model or a community need, the request will be made to the Office of the Provost in writing. The Provost or her/his designee will review the request and respond within 30 days of receiving the request. The Provost office will work with the appropriate main campus academic unit and the branch to confirm need and viability of the request. If approval and delivery of the course(s)/programs(s) by main campus is not granted, the Branch has the option to enter into an agreement for a cohort model with another provider under conditions stipulated by Academic Affairs (as the unit holding oversight of the entire University's academic mission). Such stipulations will include the option for UNM main campus to review programs being delivered at any time after two years in the event main campus elects to provide the program.
   In order to successfully implement this arrangement and foster thriving 4-year degree and 2 plus 2 offerings at the branches, each branch agrees to collaborate with the Office of the Provost in identifying high-priority degree programs and assessing their enrollment viability.

ADDITIONAL STATUTORY REQUIREMENTS

1. All property acquired for the Branch shall be held in the name of the Board of Regents. In the event the agreement is terminated and a different public college entity evolves from the Branch, all property shall be transferred by the Board of Regents and conveyed to the governing board of the new public college entity.

2. This agreement shall be binding upon both the Board of Regents and the Branch Advisory Board; however, it may be terminated by mutual consent or it may be terminated by either board upon six months' notice. If the branch community college has outstanding general obligation or revenue bonds, neither the Board nor the Board of Regents may terminate the Agreement until the outstanding bonds are retired, except as provided by Section 21-13-24.1 NMSA 1978.

The UNM Board of Regents or their designee and the Branch Advisory Board shall review this Agreement as they deem necessary, but at least biennially per statutory requirement. Any changes must be in writing and have signature approval of both UNM Board of Regents and the Branch Advisory Board. The amount of administrative services fee paid by the Branch to the Board of Regents is set at 3.6% based on actual expenditures from the previous year and will be in force from July 1, 2022 thru June 30, 2024. 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 an impasse on matters including but not limited to the amount of the administrative fee paid by the Branches to the Albuquerque Campus, the matter will go to a mutually agreed arbitrator who will render a decision binding to both parties. The Branches and the Albuquerque Campus will share arbitrations costs.

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

For the Board of Regents of The University of New Mexico	For the Advisory Board of The Branch Campus
_____	_____
UNM President	Branch Chairperson
_____	_____
Date Signed	Date Signed

UNM GALLUP CAMPUS

LOCAL BOARD

BYLAWS

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

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

,Chairperson ,Secretary

ORGANIZATION

100 NAME

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

110 MEMBERS

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

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

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

120 ELECTION OF OFFICERS

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

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

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

130 LOCAL BOARD DUTIES

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

140 BOARD COMMITTEES

140.1 Standing Committees

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

140.2 Temporary Committees

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

140.3 **Chief Executive Office's Committees**

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

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

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

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

150.1 **CCTE Steering Committee**

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

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

DUTIES OF MEMBERS AND AUXILIARY PERSONNEL

200 **DUTIES OF THE CHAIRPERSON**

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

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

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

210 **DUTIES OF THE VICE CHAIR**

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

220 DUTIES OF THE SECRETARY

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

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

230 INDIVIDUAL MEMBERS

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

METHOD OF OPERATION

300 AMENDMENT AND REVIEW OF BYLAWS AND OPERATING AGREEMENT

300.1 Board Bylaws

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

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

300.2 REVIEW OF OPERATING AGREEMENT

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

310 BOARD MEETINGS

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

310.1 Open Meetings Act

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

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

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

310.2 **Regular Meetings**

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

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

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

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

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

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

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

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

310.3 **Notice Requirements of Regular Meetings**

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

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

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

310.4 **Special Meetings**

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

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

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

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

310.5 **Emergency Meetings**

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

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

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

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

310.6 **Information Meetings**

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

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

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

310.7 **Executive Sessions**

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

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

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

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

310.8 **Quorum**

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

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

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

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

310.10 **Adequate Information to Precede Action**

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

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

310.12 **Minutes**

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

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

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

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

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

FIRST AMENDMENT TO THE BYLAWS

OF

UNM GALLUP CAMPUS LOCAL BOARD

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

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

2. Section 161.1 – MCHS Governing Council is deleted in its entirety.

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

Officer's Certificate

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

Virginia R. Chavez, Chair

June Shack, Secretary

SECOND AMENDMENT TO THE BYLAWS

OF

UNM GALLUP CAMPUS LOCAL BOARD

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

ORGANIZATION

110 **MEMBERS**

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

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

METHOD OF OPERATION

310.2 **Regular Meetings**

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

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

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

Officer's Certificate

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

Ralph Richards, Vice Chair

Virginia R. Chavez, Secretary

THIRD AMENDMENT TO THE BYLAWS

OF

UNM GALLUP CAMPUS LOCAL BOARD

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

METHOD OF OPERATION

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

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

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

Officer's Certificate

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

Ralph Richards, Chair

Priscilla Smith, Secretary

FOURTH AMENDMENT TO THE BYLAWS

OF

UNM GALLUP CAMPUS LOCAL BOARD

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

ORGANIZATION

110 **MEMBERS**

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

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

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

Officer's Certificate

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

Ralph Richards, Chair

Priscilla Smith, Secretary

OPEN MEETINGS RESOLUTION
OF THE
UNM - GALLUP LOCAL ADVISORY BOARD

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

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

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

WHEREAS, notice of the meeting of the UNM Gallup Local Board on June 15, 2021 has been given at least seventy-two (72) hours prior to the time of the public meeting at which this Resolution is to be adopted by posting in conspicuous place in the UNM Gallup Administration Office and on the UNM Gallup Local Advisory Board website https://www.gallup.unm.edu/administration/localboard/.

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

1. Reasonable notice was given to the public of the Board Meeting held June 15, 2021.

2. Reasonable notice to the public of any meetings of the Board or any meetings of a committee constituting a quorum of the Board shall consist of:

   A. As to regular meetings of the Board, this notice shall be posted annually listing the dates, time and location of meetings. Meeting agendas shall be posted to the UNM Gallup Local Advisory Board website https://www.gallup.unm.edu/administration/localboard/ at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be posted in a conspicuous place in the UNM Gallup Administrative Office no later than seventy-two (72) hours before the regular meeting.

   B. Unless otherwise indicated, meetings of the UNM Gallup Local Board shall be held at 1:00 p.m. on the following dates and location at: UNM Gallup Campus, Executive Conference Room GH1216, 705 Gurley Ave., Gallup, NM.

August 17	January 18
September 21	February 15
October 19	March 15
November 16	April 19
December 21	May 17

   C. As to special meetings of the Board, which may be called at any time by the Chair of the Board or by written request of three members, therefore, notice of the date, time and place of special meetings of the Board shall be posted to the UNM Gallup Local Advisory website https://www.gallup.unm.edu/administration/localboard/ for publication at least seventy-two (72) hours in advance of the meeting. A list of the agenda items shall also be given.

   D. As to the emergency meetings of the Board, notice of the date, time and place of emergency meetings shall be posted to the UNM Gallup Local Advisory Board website https://www.gallup.unm.edu/administration/localboard/ or emailed at least twenty-four (24) hours in advance of the meeting, unless threat of personal injury or property damage requires less notice. The general subject matter of the meeting shall also be given.

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

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

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

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

3. The foregoing determination shall be applicable to the Board Meeting held on this 23rd day of June 2020, and all meetings held after June 15, 2021 until May 2022

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

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

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

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

B. If the decision to hold a closed meeting is made when the UNM Local Advisory Board is not in open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances and stating the specific provision of law authorizing the closed meeting and the subjects to be discussed, is given to the members and to the general public; and

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

PASSED by the UNM Gallup Local Board, this 15th day of June , 2021.

LOCAL BOARD CODE OF ETHICS

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

1. Attend all scheduled Board meetings insofar as possible and will come to each meeting prepared and ready to debate issues fully and openly;

2. Recognize that I have no legal authority outside the Board meetings and that all decisions of the Board will be made at a public meeting; to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact; remember that the board derives its authority from the community; and that it must always act as an advocate on behalf of the entire community;

3. Work in harmony with my fellow members of the Board to always promote cooperation in spite of differences of opinion that arise during vigorous debates of points of issue and preserve the integrity of the Board;

4. Avoid speaking on behalf of the Board except at those times when the Board, by official action, authorizes me to do so, and respect the confidentiality of information that is privileged under applicable law;

5. Upgrade my performance as a Board member by informing myself about current educational issues by individual study and through participation in programs provided by the State and National Community College Trustees Associations, and by engaging in a regular and ongoing process of training and continuous improvement;

6. Support the employment of those persons best qualified to serve as school faculty and staff and make every effort to ascertain that all employees are properly remunerated for their services and that they are dealt with fairly in the performance of their duties;

7. Avoid temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district;

8. Accept that my primary function is to oversee the policies by which UNMG is administered; and that the actual administration of the education programs is delegated to the Executive Director and her/his staff while creating and maintaining a spirit of true cooperation and a mutually supportive relationship with the Executive Director;

9. Welcome and encourage active participation and cooperation by citizens, organizations, and the media with respect to current college operations and proposed future developments, for a better understanding of their needs and improvement of relations with the public that I serve;

10. Remember that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;

11. Bear in mind that once a decision is made that the board speaks with one voice.

12. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

PASSED by the UNM Gallup Local Board, this _____ day of _____, _____.

_____ Chair

_____ Vice Chair

_____ Secretary

_____ Member

_____ Member