



**LOCAL ADVISORY**

**BOARD MEETING**

**TUESDAY**

**November 15, 2022**





Office of the Chancellor



## UNM-GALLUP ADVISORY BOARD MINUTES

Tuesday, August 16, 2022 | 4:00 P.M. | Gurley Hall 1216A

### UNM-GALLUP LOCAL BOARD:

Ralph Richards	Present
John Cresto	Present
Becky Apel	Present
Chris Vian	Present (via Zoom)
Teri Garcia	Present

### UNM-GALLUP STAFF & GUESTS:

Dr. Sabrina Ezzell, Interim Chancellor  
Robert Griego, Dir. of Operations  
Dr. Dan Primozic, Dean of Instructor  
Jayme McMahon, Dir. Of Student Affairs  
Tina Griego, Executive Admin. Assistant  
Frank Sanchez, UNM Technical Analyst  
John Zimmerman, Division Chair  
Rob Hunter, Middle College

### AGENDA ITEM I: CALL TO TO APPROVE MINUTES

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Motion made by Becky Apel to approve the minutes from the May 17<sup>th</sup> board meeting; seconded by Terri Garcia 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

Faculty Assembly: None

Staff Council: Frank Sanchez – Beginning stages of putting the Council back together. A meeting was held to review & revise the Constitution and Bylaws. Council will meet again and report to Local Board at the next regularly scheduled meeting.

### 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 were presented at this board meeting.
- 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.  
Board Member Vian reported on behalf of the committee. Agenda item will be tabled until the next regularly scheduled meeting.
- C. July Board Meeting, Retreat  
Chairman Richards reported on the Board Retreat held in July.

**AGENDA ITEM VII:**  
**CHANCELLOR'S REPORT**

- A. NM Higher Education Department 2022 Capital Outlay Summer Hearings Presentations, July 28, 2022 -  
Dr. Sabrina Ezzell gave a brief report of the Capital Outlay Request that was submitted to NMHED for the 2022 Capital Outlay Summer Hearings.
- B. Strategic Planning Committee –  
Dr. Ezzell gave a brief report. A committee has been formed and there will be an orientation meeting on 8/24/22 at 2:30 pm via Zoom, which will be guided by the OED at UNM. Board members were invited to attend.
- C. Updates for HR, Business Operations, Academic Affairs and Student Affairs  
Dr. Ezzell gave a brief update on HR. No report was given regarding Business Operations. Director of Business Operations, Robert Griego will give an update at the next regularly scheduled meeting. Enrollment data provided by Jayme McMahan, Director of Student Affairs. Head count by Course Campus, as of 8/16/22, is 1,673 -up 51 students or 3.05% compared to same date last year. Head count by Student Campus is 1,190 which is 2.62%, which is down 32 more students on this date than last year. Student Credit hours are up 1.36% which is up from 181 credit hours from last year. We have an increased number of students returning to campus post pandemic who are wanting in-person learning opportunities.



Seconded: Becky Apel

- c. Vote to Approve established calendar for UNM-Gallup Local Advisory Board

Motioned: (87)-DC 52 Tm(83.2rTw 1242 0 Td( )TjEMC /P /MCID 7 BDC 0.00J G)2(d)1ar( B)5iall  
2-9.4.003 (al A)YC 0.esID 1 BDC -9.1(G)12 (all )-4 Tw -3/LBody /1.2-0 (al A)YC 0esD BD -9



Becky Apel  
Chris Vian

Yes  
Yes

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AGENDA ITEM XII:  
ADJOURN

Terri Garcia motioned to adjourn, Becky Apel

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

Original	Revised	Actuals 2023
Budget 2023	Budget 2023	
PERIOD 04	PERIOD 04	PERIOD 04

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

Actuals 2021  
PERIOD 04

Actuals 2022  
PERIOD 04

Actuals 2023  
PERIOD 04

Unrestricted

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

Actuals 2021  
PERIOD 04

Actuals 2022  
PERIOD 04

Actuals 2023  
PERIOD 04

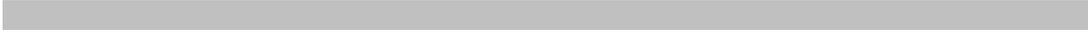


Exhibit 2 - UNM GALLUP Campus  
Summary of Instruction and General

Actuals 2021  
PERIOD 04

Actuals 2022  
PERIOD 04

Actuals 2023  
PERIOD 04



UNM GALLUP CAMPUS

LOCAL BOARD

BYLAWS

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

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

,Chairperson

,Secretary

## ORGANIZATION

### 100 NAME

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

### 110 MEMBERS

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

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

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

### 120 ELECTION OF OFFICERS

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

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

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

### 130 LOCAL BOARD DUTIES

The duties of the Board shall be as stipulated by the Operating Agreement (Attachment A) between the Gallup Local Board and the University of New Mexico Board of Regents, and by the Branch Community Co1eL elec

140.3 Chief Executive Office 's Committees

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

The input from these committees may be presented to the Local Board and may through the Chief Executive Officer and with the concurrence of the proper University administration be presented to the Board of Regents of the University of New Mexico.



### 310.2 Regular Meetings

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

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

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

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

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

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

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

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

### 310.3 Notice Requirements of Regular Meetings

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

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

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

### 310.5 Emergency Meetings

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

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

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

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

### 310.6 Information Meetings

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

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

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

### 310.7 Executive Sessions

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

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

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

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

310.8 Quorum

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

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

310.9 Procedures For Making Reports and Recommendations to the Board

Reports, recommendations or requests for the Board may be submitted by any person. Such reports, recommendation or requests must be submitted to the Chief Executive Officer's office allowing sufficient time for copies to be submitted to individual Board members for



SECOND AMENDMENT TO THE BYLAWS  
OF  
UNM GALLUP CAMPUS LOCAL BOARD

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

ORGANIZATION

110 MEMBERS

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

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

METHOD OF OPERATION

310.2 Regular Meetings

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

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

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

Officer's Certificate

We, the undersigned,



