



Advisory Board Budget Meeting
Monday, April 8, 2024
5:30 pm, Wallace Hall, Building 5

AGENDA

1. Call to Order
2. Confirmation of a Quorum
3. Routine Business—*Board Action Items*
 - a. Adoption of Agenda
4. Public Comment
5. Introduction of Visitors
6. New Business
 - a. Budget Adjustment Requests (BARs) for FY24 (Attachment A)
 - b. FY25 Operating Budget (Attachment B)
7. *Board Action Items*
 - a. Approval of FY24 BARs
 - b. Approval of FY25 Operating Budget
8. Approval of the Bylaws (Attachment C)
9. Discussion and approval of bond amount and ballot language (Attachment D)
10. Next Meeting
 - a. May 13, 2024 at 5:30 pm UNM-LA Lecture Hall, Building 2
11. Adjournment

UNM-Los Alamos Advisory Board Report FY24 Budget Adjustment Requests

FY24 Budget Adjustment Requests (BARs)

- Attachment B contains the Unrestricted and Restricted BARs for FY24, as required by the Department of Higher Education and the UNM Board of Regents.
- The FY24 Unrestricted and Restricted BARs identify changes made to the original budget structure created during the budget process and the actual budget requirements needed to operate the university.
- There are five items on the unrestricted BAR #1 that create differences between the original FY24 budget and the revised FY24 budget.
 - (1) Beginning balances were revised by \$1,610,272 after the FY23 year-end process was completed
 - (2) Overall expenditures had a net increase of \$2,070, Instructional and General expenditures increased by \$2,070
 - (3) Instructional and General expenditures had a net increase of \$2,070 (transfer from Central Campus for Policy Committee work and a budget revision from Instruction to Student Services and Institutional Support for salary adjustments)
 - (4) Overall transfers had a net increase of \$597,930. Transfers to Auxiliary Enterprises increased by \$44,282 and transfers out of Instructional and General increased by \$642,212.
 - (5) Overall Transfers out of Instructional and General increased by \$642,212. \$44,212 to Auxiliary Enterprises for return of unused budget in Other Instruction, \$600,000 to Renewal and Replacements for capital project match, and \$2,070 from Central Campus for Policy Committee Chair position.
- There are four items on the restricted BAR #1 that create differences between the original FY24 budget and the revised FY24 budget.
 - (1) Overall revenues had a net decrease of \$198,445. Instructional and General revenue decrease by \$22,500. Public Service revenue decreased by \$175,945 to match actuals for our Title V Department of Education grant.
 - (2) Overall expenditures had a net decrease of \$198,445. Instructional and General expenditures decrease by \$22,500. Public Service expenditures decreased by \$175,945 to match actuals for our Title V Department of Education grant.
 - (3) Instructional and General revenues decreased by \$22,500. Federal Grants and Contracts decreased by \$25,000, to match actual budgets. State Grants and Contacts increased by \$2,500 to match actual budgets. Budget was reduced to update budget authority for current Grants/Contracts.

- (4) Instructional and General expenditures decreased by \$22,500.
Academic Support decreased by \$10,500, reduced funds for work study.
Student Services increased by \$1,500, increased funds for work study.
Institutional Support decreased by \$13,500, reduced funds for work study.
Budget was reduced to update budget authority for current
Grants/Contracts.

- Exhibit 1 – UNM-LA Unrestricted BAR #1
- Exhibit 2 – UNM-LA Restricted BAR #1

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : **UNM - Los Alamos Campus** FY **2024**

Adjustment to Fund: **UNRESTRICTED** Request # **BAR #1**

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
REVENUES			
Instruction and General	5,040,748	0	5,040,748
Student Social & Cultural Activities	50,100	0	50,100
Research	0	0	0
Public Service	6,500	0	6,500
Internal Service Dept.	0	0	0
Student Financial Aid	6,000	0	6,000
Auxiliary Enterprises	90,500	0	90,500
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	5,193,848	0	5,193,848
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL REVENUES	5,193,848	0	5,193,848
BEGINNING BALANCES			
Instruction and General	2,343,441	1,182,997	3,526,438
Student Social & Cultural Activities	28,352	5,633	33,985
Research	0	0	0
Public Service	67,375	90,816	158,191
Internal Service Dept.	0	0	0
Student Financial Aid	173,880	36,914	210,794
Auxiliary Enterprises	396,444	293,912	690,356
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	3,009,492	1,610,272	4,619,764
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	3,009,492	1,610,272	4,619,764
TOTAL AVAILABLE			
Instruction and General	7,384,189	1,182,997	8,567,186
Student Social & Cultural Activities	78,452	5,633	84,085
Research	0	0	0
Public Service	73,875	90,816	164,691
Internal Service Dept.	0	0	0
Student Financial Aid	179,880	36,914	216,794
Auxiliary Enterprises	486,944	293,912	780,856
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	8,203,340	1,610,272	9,813,612
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
GRAND TOTAL AVAILABLE	8,203,340	1,610,272	9,813,612

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : **UNM - Los Alamos Campus** FY **2024**

Adjustment to Fund: **UNRESTRICTED** Request # **BAR #1**

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
EXPENDITURES			
Instruction and General	5,071,085	2,070	5,073,155
Student Social & Cultural Activities	10,100	0	10,100
Research	0	0	0
Public Service	83,009	0	83,009
Internal Service Dept.	0	0	0
Student Financial Aid	70,200	0	70,200
Auxiliary Enterprises	340,500	0	340,500
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	5,574,894	2,070	5,576,964
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL EXPENDITURES	5,574,894	2,070	5,576,964
TRANSFERS IN (OUT)			
Instruction and General	(650,783)	(642,212)	(1,292,995)
Student Social & Cultural Activities	(40,000)	0	(40,000)
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	36,000	0	36,000
Auxiliary Enterprises	0	44,282	44,282
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	(654,783)	(597,930)	(1,252,713)
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
NET TRANSFERS	(654,783)	(597,930)	(1,252,713)
ENDING BALANCES			
Instruction and General	1,662,321	538,715	2,201,036
Student Social & Cultural Activities	28,352	5,633	33,985
Research	0	0	0
Public Service	(9,134)	90,816	81,682
Internal Service Dept.	0	0	0
Student Financial Aid	145,680	36,914	182,594
Auxiliary Enterprises	146,444	338,194	484,638
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	1,973,663	1,010,272	2,983,935
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL ENDING BALANCES	1,973,663	1,010,272	2,983,935
TOTAL EXPENDITURES, TRANSFERS, BALANCES	8,203,340	1,610,272	9,813,612

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus FY 2024

Adjustment to Fund: UNRESTRICTED Request # BAR #1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees	1,024,315	0	1,024,315
Federal Government Appropriations	0	0	0
State Government Appropriations	2,334,683	0	2,334,683
Local Government Appropriations	1,560,000	0	1,560,000
Federal Grants/Contracts	0	0	0
State Grants/Contracts	750	0	750
Local Grants/Contracts	0	0	0
Private Gifts/Grants/Contracts	0	0	0
Endowment/Land/Permanent Fund	0	0	0
Sales & Services of Ed Activities	50,000	0	50,000
Other Sources	71,000	0	71,000
TOTAL REVENUES	5,040,748	0	5,040,748
BEGINNING BALANCE	2,343,441	1,182,997	3,526,438
TOTAL AVAILABLE	7,384,189	1,182,997	8,567,186
EXPENDITURES			
Instruction	1,671,849	(43,668)	1,628,181
Academic Support	839,937	0	839,937
Student Services	657,593	22,360	679,953
Institutional Support	1,335,231	23,378	1,358,609
Operation & Maintenance of Plant	566,475	0	566,475
TOTAL EXPENDITURES	5,071,085	2,070	5,073,155
TRANSFERS IN (OUT) OF I&G			
Student Social & Cultural Activities		0	
Research		0	
Public Service		0	
Internal Service Dept.		0	
Student Financial Aid	36,000	0	36,000
Auxiliary Enterprises	0	44,282	44,282
Intercollegiate Athletics		0	
Independent Operations		0	
Capital Outlay	86,000	0	86,000
Renewals & Replacements	528,783	600,000	1,128,783
Retirement of Indebtedness		0	
Non-Budgetary Exhibits:			
Endowment Fund	0	0	0
Other (From Main Campus)	0	(2,070)	(2,070)
Other (Specify)	0	0	
NET TRANSFERS	650,783	642,212	1,292,995
ENDING BALANCE	1,662,321	538,715	2,201,036

Prepared by: Bob Harmon Date Approved by BOR _____

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	___/___/___	NMHED Control # _____
NMHED Director	_____	_____	___/___/___	
For DFA Use Only				
DFA Analyst	_____	_____	___/___/___	DFA Control # _____
DFA Director	_____	_____	___/___/___	Agency Code _____
	Increase _____	Decrease _____	Transfer _____	

Explanation for Budget Adjustments.

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : **UNM - Los Alamos Campus** FY **2024**

Adjustment to Fund: **RESTRICTED** Request # **BAR #1**

	Current Approved Budget	INCREASE (DECREASE)	Revised Budget
REVENUES			
Instruction and General	36,500	(22,500)	14,000
Student Social & Cultural Activities	0	0	0
Research	332,000	0	332,000
Public Service	1,045,945	(175,945)	870,000
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	1,414,445	(198,445)	1,216,000
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL REVENUES	1,414,445	(198,445)	1,216,000
BEGINNING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	0	0	0
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL BEGINNING BALANCES	0	0	0
TOTAL AVAILABLE			
Instruction and General	36,500	(22,500)	14,000
Student Social & Cultural Activities	0	0	0
Research	332,000	0	332,000
Public Service	1,045,945	(175,945)	870,000
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	1,414,445	(198,445)	1,216,000
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
GRAND TOTAL AVAILABLE	1,414,445	(198,445)	1,216,000

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus FY 2024

Adjustment to Fund: RESTRICTED Request # BAR #1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
EXPENDITURES			
Instruction and General	36,500	(22,500)	14,000
Student Social & Cultural Activities	0	0	0
Research	332,000	0	332,000
Public Service	1,045,945	(175,945)	870,000
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	1,414,445	(198,445)	1,216,000
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL EXPENDITURES	1,414,445	(198,445)	1,216,000
TRANSFERS IN (OUT)			
Instruction and General	0	0	0
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	0	0	0
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
NET TRANSFERS	0	0	0
ENDING BALANCES			
Instruction and General	0	0	0
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Athletics	0	0	0
Independent Operations	0	0	0
Subtotal Current Funds	0	0	0
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Subtotal Plant Funds	0	0	0
TOTAL ENDING BALANCES	0	0	0
TOTAL EXPENDITURES, TRANSFERS, BALANCES	1,414,445	(198,445)	1,216,000

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus FY 2024

Adjustment to Fund: RESTRICTED Request # BAR #1

	<u>Current Approved Budget</u>	<u>INCREASE (DECREASE)</u>	<u>Revised Budget</u>
INSTRUCTION & GENERAL:			
REVENUES			
Tuition and Fees	0	0	0
Federal Government Appropriations	0	0	0
State Government Appropriations	0	0	0
Local Government Appropriations	0	0	0
Federal Grants/Contracts	25,000	(25,000)	0
State Grants/Contracts	11,500	2,500	14,000
Local Grants/Contracts	0	0	0
Private Gifts/Grants/Contracts	0	0	0
Endowment/Land/Permanent Fund	0	0	0
Sales & Services of Ed Activities	0	0	0
Other Sources	0	0	0
TOTAL REVENUES	36,500	(22,500)	14,000
BEGINNING BALANCE	0	0	0
TOTAL AVAILABLE	36,500	(22,500)	14,000
EXPENDITURES			
Instruction	0	0	0
Academic Support	10,500	(10,500)	0
Student Services	12,500	1,500	14,000
Institutional Support	13,500	(13,500)	0
Operation & Maintenance of Plant	0	0	0
TOTAL EXPENDITURES	36,500	(22,500)	14,000
TRANSFERS IN (OUT) OF I&G			
Student Social & Cultural Activities	0	0	0
Research	0	0	0
Public Service	0	0	0
Internal Service Dept.	0	0	0
Student Financial Aid	0	0	0
Auxiliary Enterprises	0	0	0
Intercollegiate Athletics	0	0	0
Independent Operations	0	0	0
Capital Outlay	0	0	0
Renewals & Replacements	0	0	0
Retirement of Indebtedness	0	0	0
Non-Budgetary Exhibits:	0	0	0
Endowment Fund	0	0	0
Other (Specify)	0	0	0
Other (Specify)	0	0	0
NET TRANSFERS	0	0	0
ENDING BALANCE	0	0	0

Prepared by: Bob Harmon Date Approved by BOR

For NMHED Use Only	Accept	Reject	Date	
NMHED Analyst	_____	_____	___/___/___	NMHED Control # _____
NMHED Director	_____	_____	___/___/___	
For DFA Use Only				
DFA Analyst	_____	_____	___/___/___	DFA Control # _____
DFA Director	_____	_____	___/___/___	Agency Code _____
	Increase _____	Decrease _____	Transfer _____	

NEW MEXICO HIGHER EDUCATION DEPARTMENT
BUDGET ADJUSTMENT REQUEST

INSTITUTION : UNM - Los Alamos Campus

FY 2024

Adjustment to Fund: RESTRICTED

Request # BAR #1

Current Approved Budget	INCREASE (DECREASE)	Revised Budget
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Explanation for Budget Adjustments.

BAR #1 includes an overall decrease in Revenues of \$198,445. Instructional and General revenue decreased by \$22,500. Public Service revenue decreased by \$175,945 to match actuals for our Title V Department of Education grant.

BAR #1 includes an overall decrease in Expenditures of \$198,445. Instructional and General expenditures decreased by \$22,500. Public Service expenditures decreased by \$175,945 to match actuals for our Title V Department of Education grant.

BAR #1 includes a budget decrease of \$22,500 in Instructional and General revenues. Federal Grants and Contracts decreased by \$25,000, to match actual budgets. State Grants and Contracts increased by \$2,500 to match actual budgets. Budget was reduced to update budget authority for current Grants/Contracts.

BAR #1 includes a budget decrease of \$22,500 in Instructional and General expenditures. Academic Support decreased by \$10,500, reduced funds for work study. Student Services increased by \$1,500, increased funds for work study. Institutional Support decreased by \$13,500, reduced funds for work study. Budget was reduced to update budget authority for current Grants/Contracts.



Presentation To The Local Advisory Board

Fiscal Year 2025 Operating Budget

April 8, 2024



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UNM Los Alamos Campus Budget Summary For FY25

	Original FY24 Budget	Projected FY25 Budget	FY24 Budget vs FY25 Projected Budget	Percent Change	Percent of I&G Revenue
Revenue:					
Instruction and General					
State Appropriations	\$ 2,334,683	\$ 2,517,800	\$ 183,117	7.84%	50.89%
Grant and Contract Revenues	\$ 750	\$ 2,863	\$ 2,113	281.73%	0.06%
F and A Return	\$ 40,000	\$ 40,000	\$ -	0.00%	0.81%
Sales and Service	\$ 62,000	\$ 64,000	\$ 2,000	3.23%	1.29%
Other Revenues	\$ 2,615,315	\$ 2,856,859	\$ 241,544	9.24%	57.74%
Allocations and Transfers, net	\$ (650,783)	\$ (534,000)	\$ 116,783	-17.94%	-10.79%
Total I & G Revenues	\$ 4,401,965	\$ 4,947,522	\$ 545,557	12.39%	100.00%
Other Inc/Dec to I&G Revenues					
Budgeted Use of Reserves	\$ 681,120	\$ 821,704	\$ 140,584	20.64%	
Misc. Services	\$ (12,000)	\$ (9,000)	\$ 3,000	-25.00%	
Balancing	\$ (30,337)	\$ (287,704)	\$ (257,367)	848.36%	
Net I&G Revenues	\$ 5,040,748	\$ 5,472,522	\$ 431,774	8.57%	
Non-I&G Revenue:					
Student Cultural and Social - Exhibit 15	\$ 50,100	\$ 52,500	\$ 2,400	4.79%	
Public Service/Non-Endowed Spending - Exhibit 17	\$ 83,009	\$ 87,709	\$ 4,700	5.66%	
Student Aid/Endowed Spending - Exhibit 19	\$ 70,200	\$ 69,000	\$ (1,200)	-1.71%	
Auxiliaries - Exhibit 20	\$ 340,500	\$ 347,749	\$ 7,249	2.13%	
Total Non-I&G Revenue	\$ 543,809	\$ 556,958	\$ 13,149	2.42%	
Total Unrestricted Revenue	\$ 5,584,557	\$ 6,029,480	\$ 444,923	7.97%	
Net Reserves/Transfers/Allocations	\$ 9,663	\$ (247,704)	\$ (257,367)	-2663.43%	
Net Unrestricted Revenue	\$ 5,574,894	\$ 6,277,184	\$ 702,290	12.60%	
Restricted Revenue					
Instruction and General					
Federal Grants and Contracts	\$ 25,000	\$ 25,000	\$ -	0.00%	
State Grants and Contracts	\$ 11,500	\$ 14,000	\$ 2,500	21.74%	
Non I&G					
Research Exh. 16	\$ 332,000	\$ 332,000	\$ -	0.00%	
Public Service Exh. 17	\$ 1,045,945	\$ 1,664,045	\$ 618,100	59.09%	
Total Restricted Revenue	\$ 1,414,445	\$ 2,035,045	\$ 620,600	43.88%	
Total Revenue	\$ 6,989,339	\$ 8,312,229	\$ 1,322,890	18.93%	



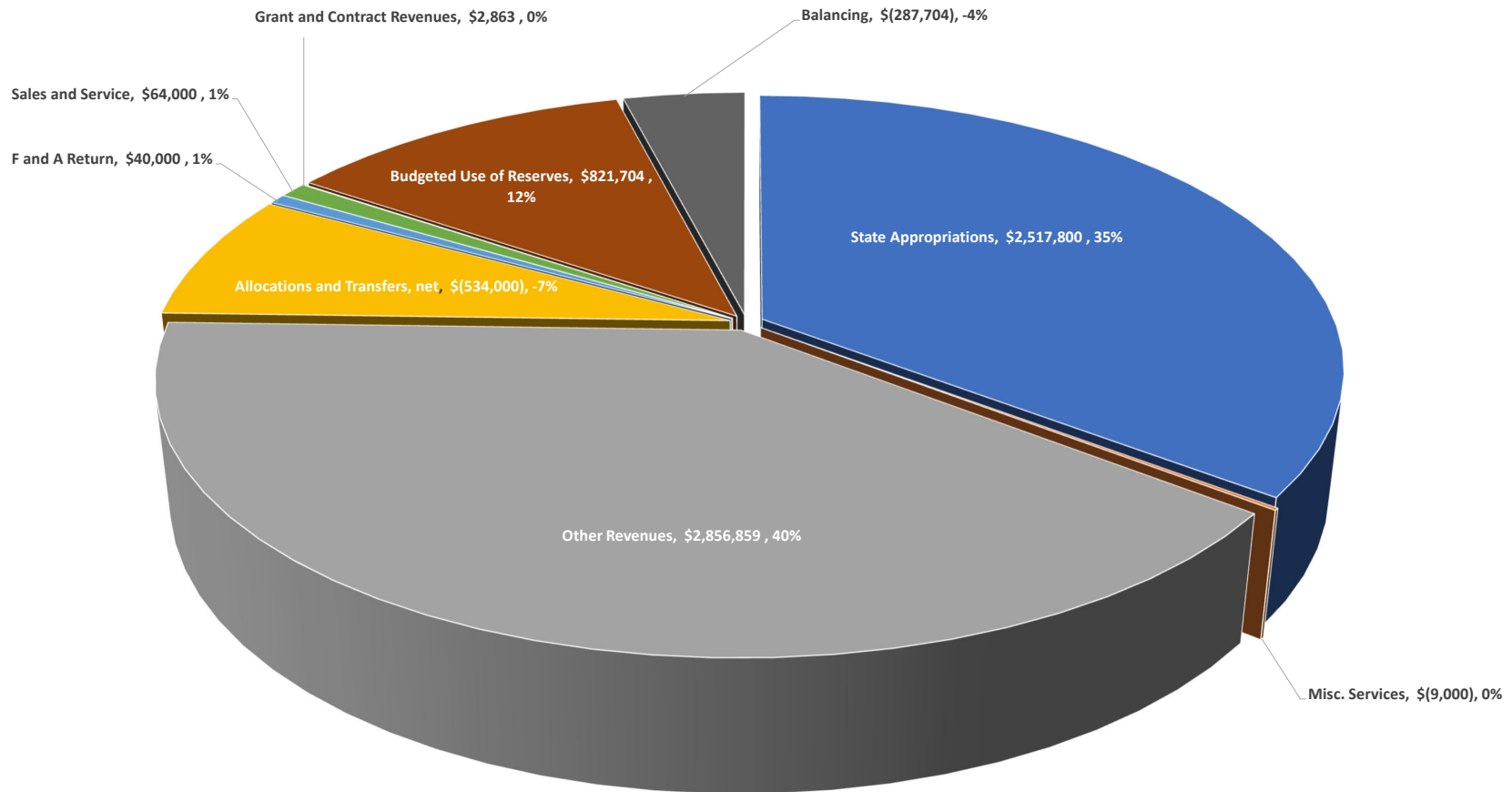
UNM Los Alamos Campus Budget Summary For FY25

	Original FY24 Budget	Projected FY25 Budget	FY24 Budget vs FY25 Projected Budget	Percent Change	Percent of I&G Expenditures
Expenditures					
Instruction and General					
Faculty and Salary Detail	\$ 1,427,009	\$ 1,496,631	\$ 69,622	4.88%	25.98%
Salary Adjustments	\$ -	\$ -	\$ -	0.00%	0.00%
Other Salaries	\$ 1,489,527	\$ 1,683,974	\$ 194,447	13.05%	29.23%
Payroll Benefits	\$ 943,292	\$ 1,138,611	\$ 195,319	20.71%	19.77%
Supplies	\$ 355,401	\$ 371,752	\$ 16,351	4.60%	6.45%
Student Costs	\$ 10,510	\$ 16,200	\$ 5,690	54.14%	0.28%
Travel	\$ 18,550	\$ 21,900	\$ 3,350	18.06%	0.38%
Communication Charges	\$ 29,614	\$ 30,050	\$ 436	1.47%	0.52%
Services	\$ 179,891	\$ 192,665	\$ 12,774	7.10%	3.34%
Plant Maintenance	\$ 209,800	\$ 218,672	\$ 8,872	4.23%	3.80%
Utilities	\$ 95,020	\$ 104,523	\$ 9,503	10.00%	1.81%
Other Expense	\$ 308,720	\$ 478,968	\$ 170,248	55.15%	8.32%
Misc. Services	\$ (12,000)	\$ (9,000)	\$ 3,000	-25.00%	-0.16%
Banner Tax	\$ 10,176	\$ 11,776	\$ 1,600	15.72%	0.20%
Capital Expenditures	\$ 5,575	\$ 3,504	\$ (2,071)	-37.15%	0.06%
Total I&G Expenditures	\$ 5,071,085	\$ 5,760,226	\$ 689,141	13.59%	100.00%
Non-I&G:					
Student Cultural and Social - Exhibit 15	\$ 10,100	\$ 12,500	\$ 2,400	23.76%	
Public Service/Non-Endowed Spending - Exhibit 17	\$ 83,009	\$ 87,709	\$ 4,700	5.66%	
Student Aid/Endowed Spending - Exhibit 19	\$ 70,200	\$ 69,000	\$ (1,200)	0.00%	
Auxiliaries - Exhibit 20	\$ 340,500	\$ 347,749	\$ 7,249	2.13%	
Total Non-I&G Expenditures	\$ 503,809	\$ 516,958	\$ 13,149	2.61%	
Total Unrestricted Expenditures	\$ 5,574,894	\$ 6,277,184	\$ 702,290	12.60%	
Restricted Expenditures					
Instruction and General					
Instruction	\$ -	\$ 25,000	\$ 25,000	100.00%	
Academic Support	\$ 10,500	\$ -	\$ (10,500)	-100.00%	
Student Services	\$ 12,500	\$ 14,000	\$ 1,500	12.00%	
Institutional Support	\$ 13,500	\$ -	\$ (13,500)	-100.00%	
Operation & Maintenance	\$ -	\$ -	\$ -	0.00%	
Non I&G					
Research Exh. 16	\$ 332,000	\$ 332,000	\$ -	0.00%	
Public Service Exh. 17	\$ 1,045,945	\$ 1,664,045	\$ 618,100	59.09%	
Total Restricted Expenditures	\$ 1,414,445	\$ 2,035,045	\$ 620,600	43.88%	
Total Expenditures	\$ 6,989,339	\$ 8,312,229	\$ 1,322,890	18.93%	



FY25 Revenue - Instruction and General

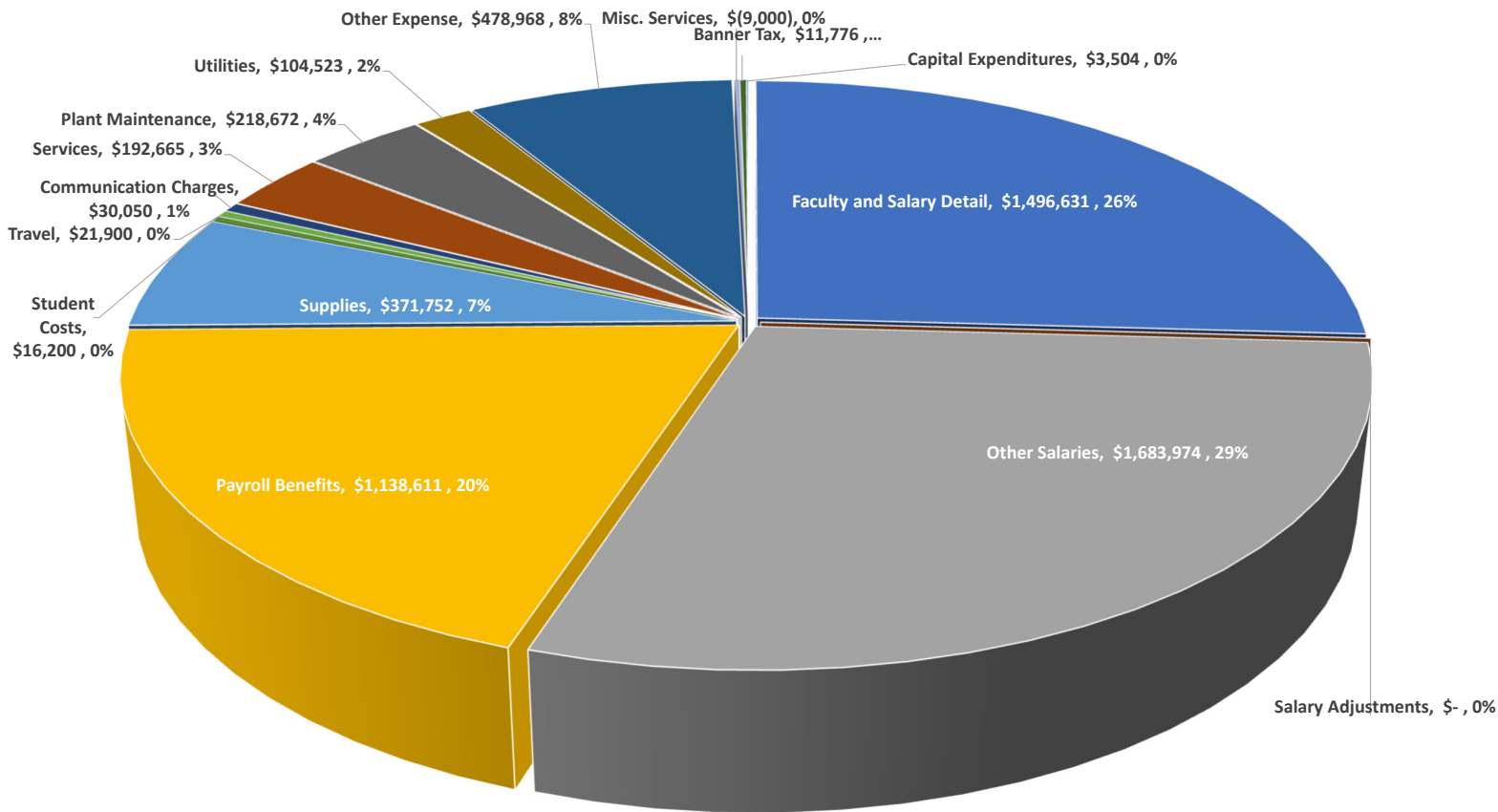
Total I&G Revenue \$5,472,522





FY25 Expenditures - Instruction and General

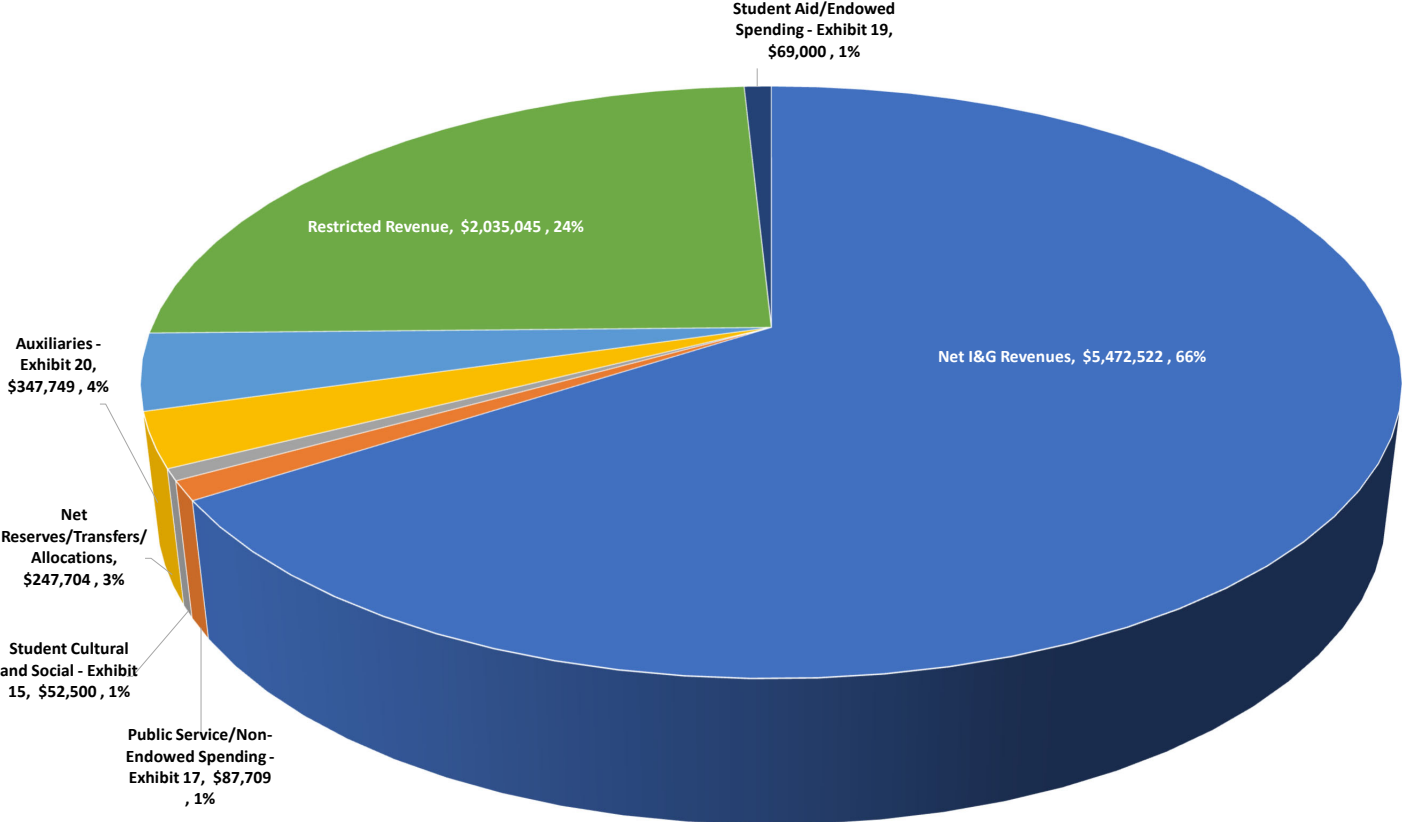
Total I&G Expenditures \$5,760,226





FY25 Sources of Revenue - Organization

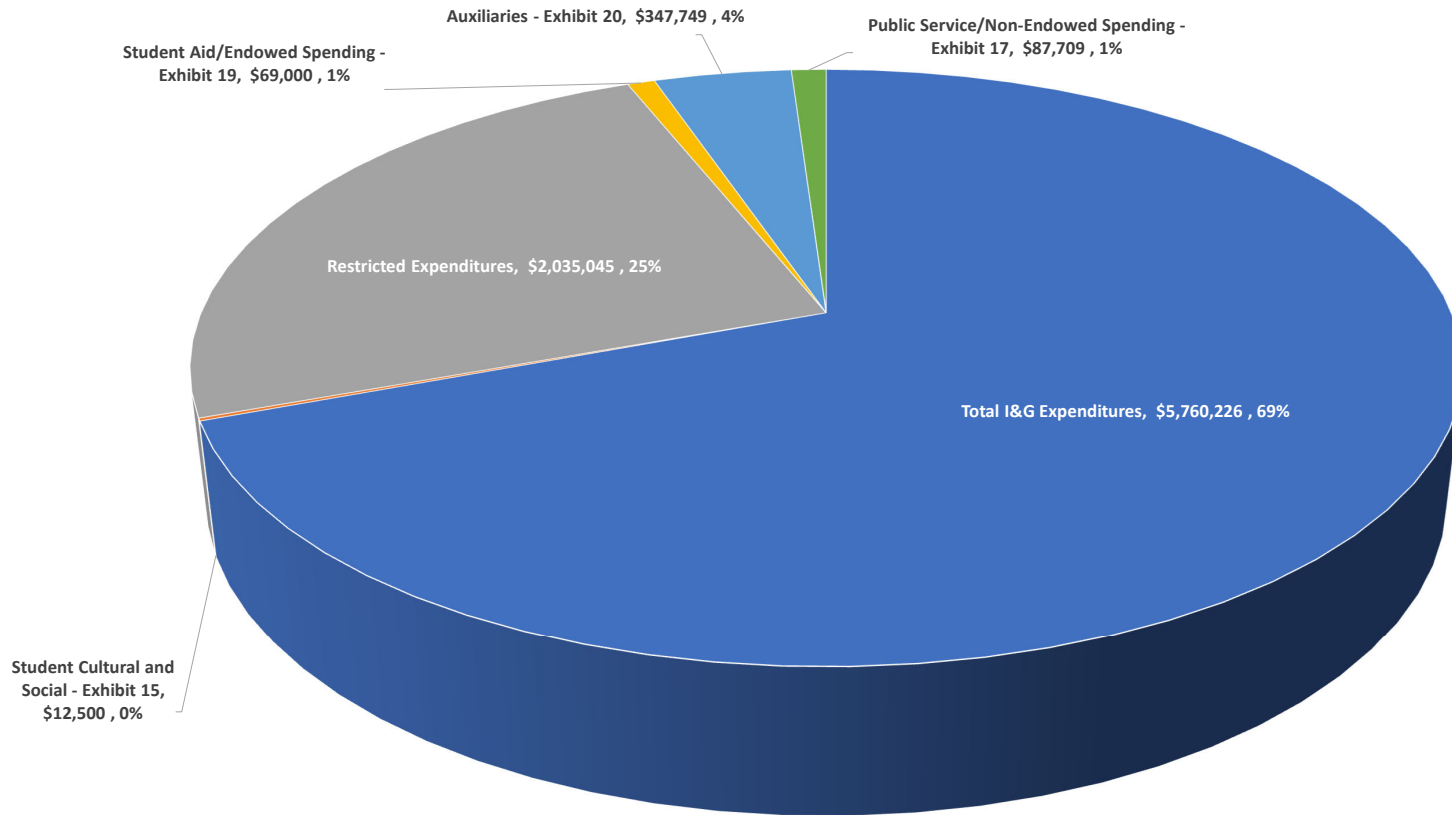
Total \$8,312,229





FY25 Expenditures - Organization

Total \$8,312,229



<u>Acct Code</u>	<u>Description</u>	<u>FY24</u>	<u>FY25</u>	<u>Difference</u>
<u>Faculty and Salary Detail</u>				
2000	Faculty Salary Detail	\$ 854,899	\$ 857,043	\$ 2,144
2003	Faculty Summer Instruction	\$ 86,000	\$ 89,000	\$ 3,000
2005	Faculty Incentive	\$ -	\$ 3,500	\$ 3,500
2006	Faculty Endowed	\$ 1,500	\$ 1,500	
2007	Faculty Temp Part Time	\$ 423,600	\$ 447,588	\$ 23,988
2008	Teaching - Non-Credit Instructors	\$ 33,010	\$ 35,000	\$ 1,990
200B	Summer Administration	\$ -	\$ -	\$ -
Total		\$ 1,399,009	\$ 1,433,631	\$ 34,622

Salary Adjustments

20SA	Salary Adjustments	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -

Other Salaries

2020	Administrative Professional	\$ 834,804	\$ 1,020,098	\$ 185,294
2040	Technician Salary Detail	\$ 362,192	\$ 330,315	\$ (31,877)
2060	Support Staff Salary Detail	\$ 218,094	\$ 284,313	\$ 66,219
20EA	Extra Faculty Compensation	\$ 28,000	\$ 63,000	\$ 35,000
20FA	Pooled Faculty Compensation	\$ 37,238	\$ 17,539	\$ (19,699)
20JO	Student Salaries	\$ 25,000	\$ 22,001	\$ (2,999)
20PO	Temporary Salary	\$ -	\$ 2,600	\$ 2,600
20SU	Pooled Union Staff Compensation	\$ 12,199	\$ 7,108	\$ (5,091)
Total		\$ 1,517,527	\$ 1,746,974	\$ 229,447

Payroll Benefits

2110	FICA	\$ 201,854	\$ 251,076	\$ 49,222
2140	Retirement	\$ 405,871	\$ 466,272	\$ 60,401
2160	Group Insurance	\$ 205,956	\$ 285,618	\$ 79,662
2180	Unemployment Compensation	\$ 2,190	\$ 2,573	\$ 383
21A0	Workers Compensation	\$ 3,793	\$ 4,617	\$ 824
21JO	Other Staff Benefits	\$ 104,624	\$ 116,509	\$ 11,885
21LO	Accrued Annual Leave	\$ 18,631	\$ 10,985	\$ (7,646)
21L1	Catastrophic Leave Expense	\$ 373	\$ 961	\$ 588
Total		\$ 943,292	\$ 1,138,611	\$ 195,319

<u>Acct Code</u>	<u>Description</u>	<u>FY24</u>	<u>FY25</u>	<u>Difference</u>
Supplies				
3100	Office Supplies	\$ 11,620	\$ 10,740	\$ (880)
3110	Books Periodicals	\$ 1,014	\$ 1,000	\$ (14)
3140	Computer Software	\$ 7,106	\$ 5,371	\$ (1,735)
3150	Computer Supplies <\$5,001	\$ 21,357	\$ 23,282	\$ 1,925
3170	Custodial Supplies	\$ 12,000	\$ 12,000	\$ -
3180	Non Capital Equipment <\$5,001	\$ -	\$ -	\$ -
3182	Tools <\$5,001	\$ 700	\$ 1,200	\$ 500
3189	Tagged Non-Capital Equipment <\$5,001	\$ -	\$ -	\$ -
31A0	Business Food - Local	\$ 1,500	\$ 1,900	\$ 400
31B0	Food F&A Unallowable	\$ 300	\$ -	\$ (300)
31C0	Dues Memberships	\$ 17,250	\$ 17,700	\$ 450
31J0	Parking Permits	\$ 250	\$ 100	\$ (150)
31K0	Postage	\$ 2,260	\$ 2,280	\$ 20
31L0	Printing Supplies	\$ 3,000	\$ 3,000	\$ -
31M0	Recruitment Expense	\$ 12,900	\$ 3,500	\$ (9,400)
31M1	Staff Recruitment Expense	\$ 100	\$ -	\$ (100)
31N2	Individual Safety Equipment	\$ 300	\$ 350	\$ 50
31P0	Training Materials Supplies	\$ 1,447	\$ 2,328	\$ 881
31P1	Instructional Materials Supplies	\$ 222,844	\$ 281,101	\$ 58,257
31S0	Lab Supplies	\$ 100	\$ 500	\$ 400
31T3	Lighting	\$ 1,500	\$ 1,500	\$ -
37Y0	Supply Costs F&A Unallowable	\$ 160	\$ -	\$ (160)
37Z0	Other Supply Costs	\$ 37,693	\$ 3,900	\$ (33,793)
Total		\$ 355,401	\$ 371,752	\$ 16,351
Travel				
3800	In State Travel	\$ 9,850	\$ 9,900	\$ 50
3820	Out of State Travel	\$ 8,500	\$ 11,500	\$ 3,000
38E0	Vehicle Fuel	\$ 200	\$ 500	\$ 300
Total		\$ 18,550	\$ 21,900	\$ 3,350
Fellowships				
4060	Scholarships Fellowships	\$ -	\$ 4,200	\$ 4,200
40A0	Student Participant Costs	\$ 10,510	\$ 12,000	\$ 1,490
		\$ 10,510	\$ 16,200	\$ 5,690
Communication Charges				
6000	Telecom Charges	\$ 17,730	\$ 18,860	\$ 1,130
6040	Telephone Line Spec Circuit	\$ 2,500	\$ 2,500	\$ -
6060	Voice Mail Box	\$ 3,270	\$ 3,160	\$ (110)
6080	Cellular Charges	\$ 6,114	\$ 5,530	\$ (584)
60B0	Data Networking	\$ -	\$ -	\$ -
Total		\$ 29,614	\$ 30,050	\$ 436

<u>Acct Code</u>	<u>Description</u>	<u>FY24</u>	<u>FY25</u>	<u>Difference</u>
Services				
6300	Alarm System	\$ 3,600	\$ 3,600	\$ -
6301	Equipment Moving Services	\$ 5,000	\$ 5,000	\$ -
6311	Non-Perpetual Journals	\$ 875	\$ -	\$ (875)
6313	Electronic Journals	\$ 1,185	\$ 1,257	\$ 72
6315	Electronic Databases	\$ 7,300	\$ 6,098	\$ (1,202)
6330	Media Services	\$ 500	\$ -	\$ (500)
6350	Promotional Exp F&A Unallowable	\$ 16,750	\$ 15,300	\$ (1,450)
6370	Printing/Copying/Binding	\$ 5,200	\$ 25,200	\$ 20,000
63A0	Conference Fees	\$ 8,500	\$ 8,500	\$ -
63A1	Event Fees	\$ 1,200	\$ 1,200	\$ -
63A2	Seminars/Training Fees	\$ 5,000	\$ 5,000	\$ -
63B0	Rental Fees	\$ 2,500	\$ 2,500	\$ -
63C0	Copying	\$ 9,839	\$ 8,575	\$ (1,264)
63E0	Honoraria	\$ -	\$ 5,000	\$ 5,000
63G0	Insurance Bonds	\$ -	\$ -	\$ -
63N0	Laundry Dry Cleaning	\$ -	\$ -	\$ -
63Q0	General Liability Insurance	\$ 6,806	\$ 6,806	\$ -
63T0	Contract Services	\$ 88,500	\$ 76,000	\$ (12,500)
63X0	Technical Services	\$ -	\$ 2,500	\$ 2,500
6413	Bibliographic Utils Non-Perpetual	\$ 1,936	\$ 2,059	\$ 123
6414	Electronic General Non-PerPerpetual	\$ -	\$ 2,070	\$ 2,070
69Z0	Other Professional Services	\$ 15,200	\$ 16,000	\$ 800
Total		\$ 179,891	\$ 192,665	\$ 12,774

Plant Maintenance

7000	Plant Repairs Maintenance	\$ -	\$ -	\$ -
7010	Bldg. Structure Maintenance	\$ 1,000	\$ 1,000	\$ -
7011	Janitorial/Cleaning Services	\$ 130,000	\$ 130,000	\$ -
7020	HVAC Systems Maintenance	\$ 6,000	\$ 6,000	\$ -
7040	Non Structural Improvements	\$ 500	\$ 500	\$ -
7041	Painting Expense	\$ 1,000	\$ 1,000	\$ -
7050	Plumbing Repairs	\$ 1,000	\$ 1,000	\$ -
7060	Facility Rent Expense	\$ 1	\$ 1	\$ -
7080	Grounds Repairs Maintenance	\$ 26,000	\$ 27,000	\$ 1,000
70D0	Equipment Repairs Maintenance	\$ 1,700	\$ 1,500	\$ (200)
70E1	Computer Software Maintenance	\$ 12,000	\$ 12,000	\$ -
70F0	Equipment Rent Expense	\$ 12,000	\$ 13,525	\$ 1,525
70G0	Property Insurance	\$ 15,664	\$ 20,961	\$ 5,297
70J0	Auto Insurance	\$ 1,185	\$ 1,185	\$ -
70K0	Lock Shop	\$ 250	\$ 1,000	\$ 750
75Z0	Other Repairs Maintenance	\$ 1,500	\$ 2,000	\$ 500
Total		\$ 209,800	\$ 218,672	\$ 8,872

<u>Acct Code</u>	<u>Description</u>	<u>FY24</u>	<u>FY25</u>	<u>Difference</u>
<u>Utilities</u>				
7600	Natural Gas Fuel Oil	\$ 25,327	\$ 27,860	\$ 2,533
7620	Electricity	\$ 50,877	\$ 55,965	\$ 5,088
7660	Sewer Refuse	\$ 9,226	\$ 10,149	\$ 923
7680	Domestic Water	\$ 7,778	\$ 8,556	\$ 778
76B0	City Services	\$ 1,812	\$ 1,993	\$ 181
Total		\$ 95,020	\$ 104,523	\$ 9,503
<u>Other Expense</u>				
8000	Banking Fees	\$ 1,725	\$ 2,542	\$ 817
8060	Other Operating Costs	\$ 112,395	\$ 191,326	\$ 78,931
8065	Administrative Overhead	\$ 189,500	\$ 180,000	\$ (9,500)
8070	Government Fee Expense	\$ 100	\$ 100	\$ -
80EO	Contingency Budget	\$ 5,000	\$ 105,000	\$ 100,000
Total		\$ 308,720	\$ 478,968	\$ 170,248
<u>Miscellaneous</u>				
0699	Miscellaneous Services	\$ (12,000)	\$ (9,000)	\$ 3,000
Total		\$ (12,000)	\$ (9,000)	\$ 3,000
<u>Banner Tax</u>				
80K0	Banner Tax	\$ 10,176	\$ 11,776	\$ 1,600
Total		\$ 10,176	\$ 11,776	\$ 1,600
<u>Capital Expenditures</u>				
9100	Library Acquisitions	\$ 3,500	\$ 1,250	\$ (2,250)
9192	Electronic Reference perpetual	\$ 2,075	\$ 2,254	\$ 179
Total		\$ 5,575	\$ 3,504	\$ (2,071)
Total Expenditures		\$ 5,071,085	\$ 5,760,226	\$ 680,451

<u>Acct Code</u>	<u>Description</u>	<u>FY24</u>	<u>FY25</u>	<u>Difference</u>
8060	Other Operating Costs (I&G)			
	Index			
138000	ABE	\$ -	\$ -	\$ -
140000	Los Alamos Offsite Student Services (Holding)	\$ 15,000	\$ 10,000	\$ (5,000)
140003	ADA Support Los Alamos	\$ -	\$ 8,708	\$ 8,708
144003	Los Alamos Teleconferencing Center	\$ 500	\$ 500	\$ -
144005	Business Operations	\$ 1,000	\$ 1,000	\$ -
144035	Lab Fees	\$ -	\$ -	\$ -
144051	Los Alamos Title V Spending	\$ -	\$ -	\$ -
144138	Student Print Management	\$ -	\$ -	\$ -
146000	LA Academic Support General Computer (Holding)	\$ 15,000	\$ 10,000	\$ (5,000)
150000	Physical Plant	\$ 5,000	\$ 5,000	\$ -
150004	Los Alamos Facility Usage (Holding)	\$ 15,000	\$ 10,000	\$ (5,000)
183000	NM Ctr for Language Access (Holding)	\$ 15,000	\$ 10,000	\$ (5,000)
450011	Executive Director	\$ 250	\$ 250	\$ -
450014	Marketing	\$ 1,440	\$ 1,500	\$ 60
450015	Institutional	\$ 10,000	\$ 10,000	\$ -
450017	Los Alamos Staff Council (Holding)	\$ 15,000	\$ 10,000	\$ (5,000)
450022	Los Alamos Gen Admin Services	\$ 1,000	\$ 1,000	\$ -
450045	Los Alamos F&A Spending	\$ 14,851	\$ 14,851	\$ -
452007	Academic Support Contingency	\$ -	\$ -	\$ -
464000	Specialized Training	\$ -	\$ 29,653	\$ 29,653
464001	Children's College	\$ -	\$ 15,257	\$ 15,257
464003	Community Education	\$ 200	\$ 7,819	\$ 7,619
464029	Special Projects	\$ -	\$ 36,634	\$ 36,634
468001	Los Alamos Registrar	\$ -	\$ 6,000	\$ 6,000
979001	Recruitment/Retention	\$ 3,154	\$ 3,154	\$ -
		\$ 112,395	\$ 191,326	\$ 78,931



BYLAWS OF THE ADVISORY BOARD

ADOPTED
May 11, 1987

APPROVED WITH NO CHANGES

September 19, 1988
September 11, 1989
May 13, 1991
September 14, 1992
August 22, 1994
September 11, 1995
September 9, 1996
September 8, 1997
September 14, 1998
September 13, 1999
September 11, 2000
September 17, 2001
September 9, 2002
September 15, 2003
October 4, 2004
September 25, 2006
September 10, 2007
September 8, 2008
September 14, 2009
September 13, 2011
September 10, 2012
September 9, 2013
September 14, 2015
September 12, 2016
September 11, 2017
September 14, 2020
September 13, 2021
September 12, 2022

AMENDED
November 9, 1993
November 7, 2005
November 26, 2018
November 4, 2019

BYLAWS OF THE ADVISORY BOARD

	BYLAW	PAGE
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Vacancy and Replacement of Member	BYLAW 1130	(3)
Advisory Board Duties	BYLAW 1140	(4)
Board Committees	BYLAW 1150	(4)
Standing Committees	BYLAW 1150	(4)
Temporary Committees	BYLAW 1150	(4)
Travel and Reimbursement	BYLAW 1160	(4)
II. DUTIES OF MEMBERS		
Chairperson	BYLAW 1220	(5)
Secretary	BYLAW 1220	(5)
Individual Members	BYLAW 1230	(5)
III. METHOD OF OPERATION		
Amendment and Review of Bylaws	BYLAW 1320	(6)
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I. ORGANIZATION

NAME

BYLAW 1100

These are the Bylaws for the Branch Community College Advisory Board of the University of New Mexico, Los Alamos Campus.

MEMBERS

BYLAW 1110

The Advisory Board of the Los Alamos Branch of the University of New Mexico shall be composed of the five members elected by the registered voters of the Los Alamos Branch Community College District.

ELECTION OF OFFICERS

BYLAW 1120

The Advisory Board shall elect a chairperson and a secretary from among its members. The election shall be held at the first regular Board Meeting after the board member election by the voters.

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

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

VACANCY AND REPLACEMENT OF MEMBER

BYLAW 1130

In the event of a vacancy occurring in the membership of the Advisory Board caused in any other manner than by the expiration of the term of office, the remaining board members will appoint a qualified person to serve the remainder of the term.

ADVISORY BOARD DUTIES

BYLAW 1140

The duties of the Advisory Board shall be as stipulated by the Operating Agreement between the Branch Community College Advisory Board and the University of New Mexico, and by the Branch Community College Act, as amended.

BOARD COMMITTEES

BYLAW 1150

Standing Committees

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

Temporary Committees

With the consent of the Advisory Board, the chairperson shall appoint temporary committees comprised of 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 the consent of the majority of the Advisory Board.

TRAVEL AND REIMBURSEMENT

BYLAW 1160

Members of the Advisory Board will not be reimbursed for attendance at regularly scheduled meetings in Los Alamos.

Members of the Advisory Board may be reimbursed by the Los Alamos Branch at the rate of staff reimbursement for mileage and per diem for discharge of official duties outside of Los Alamos.

II. DUTIES OF MEMBERS

DUTIES OF THE CHAIRPERSON

BYLAW 1220

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

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

DUTIES OF THE SECRETARY

BYLAW 1220

The secretary shall co-sign with the chairperson when required.

In the absence of the secretary, another member of the Advisory Board shall act as signatory.

In the absence of the chairperson, the secretary shall call the meeting to order and conduct the meeting.

DUTIES OF INDIVIDUAL MEMBERS

BYLAW 1230

Members of the Advisory Board have no individual authority.

III. METHOD OF OPERATION

AMENDMENT AND REVIEW OF BYLAWS

BYLAW 1310

The Advisory Board's Bylaws shall be reviewed annually at the regular September meeting.

Bylaws or amendments to the existing bylaws of the Advisory Board shall be proposed at one Advisory Board meeting and voted on at one of the next two regular meetings. A proposed bylaw or amendment may be further amended at the second meeting and may then be voted on at that same meeting.

An affirmative vote by at least three members of the Advisory Board shall be necessary to adopt or suspend a bylaw.

REVIEW OF OPERATING AGREEMENT

BYLAW 1320

The Advisory Board shall annually review the Operating Agreement between the Advisory Board and the University at the regular September meeting.

BOARD MEETINGS

BYLAW 1330

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except

July, at 5:30 p.m., at the Branch Campus unless otherwise directed by the chairperson of the Advisory Board.

NOTIFICATION OF MEMBERS

BYLAW 1330.01

The Chancellor shall notify members of the Advisory Board of the regular, special, information, and emergency meetings of the Advisory Board.

The listing of all regularly scheduled meetings of the Advisory Board for the ensuing fiscal year will be determined at the regular May meeting and announced and posted publicly on or about the first of July each year.

TIME AND PLACE

BYLAW 1330.02

The regular meeting of the Advisory Board will be held on the Monday preceding the second Tuesday of each odd calendar month, except July, at 5:30 p.m. at the Branch campus unless otherwise directed by the chairperson of the Advisory Board. All meetings will be posted in advance on the UNM Los Alamos website and distributed to local media or by such other appropriate means, giving the date, the time, and the place, as well as the major topics discussed. This information will be made available to the news media on Friday prior to the regular Monday meetings.

A listing of the dates for the regularly scheduled meetings will be posted on the UNM Los Alamos website on or about the first of July each year, with copies made available to the public upon request.

PUBLIC SESSIONS

BYLAW 1330.03

All meetings of the Advisory Board, except executive sessions or meetings shall be open to the public and conducted in accordance with the Open Meetings Act of the State of New Mexico.

EXECUTIVE SESSIONS

BYLAW 1330.04

The Advisory Board may hold executive sessions according to and for those purposes expressly permitted in the Open Meetings Act of the State of New Mexico.

CONSTRUCTION OF THE AGENDA

BYLAW 1330.05

The agenda for regular meetings will be set up by the Chancellor and the chairperson and will be delivered to the Advisory Board members no later than Friday before the regular meeting.

ADVANCE DELIVERY OF MATERIALS

BYLAW 1330.06

Background and resource material pertinent to agenda items shall be prepared and distributed to Advisory Board members by the Chancellor no later than the Friday before the regular meeting.

**PROCEDURES FOR MAKING REPORTS AND
RECOMMENDATIONS TO THE ADVISORY BOARD BYLAW 1330.07**

The Advisory Board may require that the following steps be followed when individuals are presenting reports, recommendations, or requests to it:

1. The report should be submitted to the Chancellor's Office allowing sufficient time (a ten-day period is suggested) for copies to be submitted to individual Advisory Board members for study.
2. The Advisory Board will review and discuss reports at a regular meeting of the Advisory Board following the submission of the report or request. Individuals, or their representatives, submitting requests are invited to be present to discuss and answer questions relative to the report that has been submitted.
3. At a subsequent meeting, and after careful study and consideration of the recommendations of the Chancellor, the Advisory Board will act upon these requests.

QUORUM

BYLAW 1330.08

Three (3) Advisory Board members, meeting at the designated time and place, shall constitute a quorum for the purpose of conducting business. All action, motions, and decisions of the Advisory Board must be made by a majority vote of those present. Revisions and suspensions of policies and Bylaws require the approval by at least three (3) Advisory Board members. The only business that can be

conducted in the absence of a quorum is to take measures to obtain a quorum, fixing a time of adjournment, or to take a recess.

MINUTES

BYLAW 1330.09

Regular Meetings

The minutes of regular Advisory Board meetings shall be kept by a UNM LA staff member in accordance with New Mexico Statutes. The minutes shall include but not be limited to the date and time of meeting, the Advisory Board members present, action taken by the Advisory Board members, and subjects discussed.

The minutes of work sessions and informational sessions will be kept. The minutes shall include but not be limited to the date and time of the meeting, the Advisory Board members present, and the subjects discussed.

ORDER OF BUSINESS

BYLAW 1330.10

The order of business for regular meetings of the Advisory Board shall consist, when necessary, of the following:

- 1. Call to Order and Confirmation of a Quorum**
- 2. Routine Business**
 - a. Approval of minutes of the previous meetings**
- 3. Public Comment**
- 4. Information for the Board**
- 5. Unfinished Business**
- 6. Presentations of the Directors**
- 7. Board Requested Action or Discussion**
- 8. Future Business**
- 9. Adjournment**

INFORMATION TO PRECEDE ACTION

BYLAW 1330.11

The Advisory Board shall defer action on questions for which the members determine insufficient information exists until such time as adequate information is furnished.

The Chancellor may be required to examine and evaluate information and recommend action before the Advisory Board makes a decision.

PARLIMENTARY PROCEDURES

BYLAW 1330.12

Advisory Board meetings shall be conducted by generally recognized procedures. Robert's Rules of Order, Revised, may be used as a standard parliamentary procedure, except when otherwise provided by the Advisory Board's bylaws.

SPECIAL ADVISORY BOARD MEETINGS

BYLAW 1340

Special meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one member of the Advisory Board. For any such meeting, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Special meetings shall be conducted according to the Advisory Board bylaws governing the conduct of regular meetings whenever applicable.

Notice of special meetings will be provided to the news media at least twenty-four (24) hours prior to the date of the meeting together with agenda items.

Each special meeting shall have an announced agenda.

EMERGENCY MEETINGS

BYLAW 1350

Emergency meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board or by the Chancellor and one (1) member of the Advisory Board. Notice of emergency meetings will be given to the Advisory Board members and the news media immediately upon the decision to have the meeting, together with the agenda.

Emergency meetings shall be conducted according to bylaws governing regular meetings whenever applicable.

INFORMATION MEETINGS

BYLAW 1360

Information meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board.

The Advisory Board may meet to receive and discuss instructional and business matters. These information meetings will be held at such time and place determined by the Advisory Board. For any such meeting an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance.

Invitations may be extended to staff, faculty, community organizations, and other groups who can or wish to provide information, which, at a future time, may lead to decision and action by the Advisory Board.

Notice of information meetings will be provided to the news media twenty-four- (24) hours in advance. No decisions will be made at these meetings, but all known subjects to be discussed will be announced. Subjects for discussion will not be limited to the agenda.

EXECUTIVE MEETINGS

BYLAW 1370

The Advisory Board may meet in closed executive session. Such executive sessions shall be governed by the Open Meetings Act of the State of New Mexico.

Executive meetings may be called by the chairperson of the Advisory Board or by request of any two (2) members of the Advisory Board. For any such meetings, an attempt shall be made to notify each Advisory Board member at least twenty-four (24) hours in advance. A quorum of the members of the Advisory Board must be present to conduct the executive meeting.

During an open meeting, the Advisory Board may go into executive session upon approval of a motion to do so by a majority of the quorum.

Executive meetings may be called to discuss only those agenda items allowed by the Open Meetings Act. No official action shall be taken and no minutes shall be recorded.

During executive sessions, only members of the Advisory Board and persons invited by the Advisory Board shall be present.

Notice of executive meetings shall be given to the news media twenty-four (24) hours prior to the date of the meeting except for those called during an open meeting. Notice shall state purpose for the meeting. Public notice is not required for an executive session to discuss threatened or pending litigation.

~D~

STATE OF NEW MEXICO)
)
COUNTY OF LOS ALAMOS)

The Advisory Board (the "Board") of the UNM-Los Alamos Branch Community College District (the "District"), in the County of Los Alamos, and State of New Mexico, met in special open session in full conformity with law and the rules and regulations of the Board, at the UNM-Los Alamos Campus, Jeannette O. Wallace Hall, Building 5, Room 505, 4000 University Drive, Los Alamos, New Mexico 87544, on April 8, 2024, at the hour of 5:30 p.m., at which meeting there were present and answering the roll call the following:

Present: Chairperson: _____

Secretary: _____

Members: _____

Absent: _____

Also present: _____

The following resolution was then introduced:

**RESOLUTION OF UNM LOS ALAMOS BRANCH COMMUNITY COLLEGE
DISTRICT ADVISORY BOARD FOR A
GENERAL OBLIGATION BOND ELECTION**

A RESOLUTION CONCERNING A GENERAL OBLIGATION BOND QUESTION TO BE SUBMITTED TO THE QUALIFIED ELECTORS OF THE UNIVERSITY OF NEW MEXICO LOS ALAMOS BRANCH COMMUNITY COLLEGE DISTRICT AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 5, 2024; PROVIDING THAT A GENERAL OBLIGATION BOND QUESTION BE SUBMITTED TO THE QUALIFIED VOTERS OF THE DISTRICT AT THE ELECTION; PROVIDING FOR THE FILING OF THE ELECTION RESOLUTION WITH THE LOS ALAMOS COUNTY CLERK; PRESCRIBING OTHER DETAILS IN CONNECTION WITH SUCH ELECTION AND BONDS; AND RATIFYING ACTION PREVIOUSLY TAKEN IN CONNECTION THEREWITH.

WHEREAS, the Advisory Board (the "Board") of the University of New Mexico Los Alamos Branch Community College District (the "District"), is established pursuant to Sections 21-14-1 through 21-14-16 NMSA 1978, as amended; and

WHEREAS, the Board has determined that it is in the best interest of the District to submit to a vote of the qualified electors of the District the question of issuance of general obligation (limited tax) bonds in the amount and for the purposes hereinafter specified in Section 2 of this Resolution (the "Bond Question") at the general election to be held Tuesday, November 5, 2024 (the "Election"), and that a Resolution regarding the Election shall be issued by the Board, in accordance with Section 21-2A-10, NMSA 1978; and

WHEREAS, the Board has determined that it is in the best interest of the District to submit to a vote the Bond Question, as permitted by Sections 21-2A-6 and 21-14-2, NMSA 1978, at the Election; and

WHEREAS, the Bond Question to be submitted to the voters has not been defeated at an election held within a period of two years from the date of the Election; and

NOW, THEREFORE, BE IT RESOLVED BY THE ADVISORY BOARD OF THE UNIVERSITY OF NEW MEXICO LOS ALAMOS BRANCH COMMUNITY COLLEGE DISTRICT, COUNTY OF LOS ALAMOS, STATE OF NEW MEXICO THAT THE FOLLOWING RESOLUTION BE ISSUED:

Section 1. The general obligation bond election for the University of New Mexico – Los Alamos Branch Community College District, County of Los Alamos, New Mexico shall be held at the Election.

Section 2. There shall be submitted to all qualified registered electors of the District at the Election, the following question (the “Bond Question”):

College District "Shall the Advisory Board of the University of New Mexico Los
General Obligation Alamos Branch Community College District, be authorized to
Bond Question: issue up to \$3,000,000 of general obligation bonds for the purpose
 of erecting, furnishing, constructing, purchasing, remodeling and
 equipping buildings and utility facilities, exclusive of stadiums;
 making other real property improvements; purchasing grounds;
 and purchasing and installing computer hardware and software; or
 any combination of these purposes?"

Section 3. The District shall file this Resolution with the County Clerk of Los Alamos County (the “County Clerk”) pursuant to Section 21-2A-10 NMSA 1978, as amended. The District hereby requests that the Los Alamos County Board of County Commissioners place the Bond Question on the Ballot for the Election.

Section 4. Officers of the District are authorized and directed to take all action necessary for the Election and to coordinate the inclusion of the District’s Bond Question on the ballots for the Election with the County Clerk and New Mexico Secretary of State as necessary.

Section 5. The County Clerk shall conduct and canvass the Election pursuant to the Election Code, Sections 1-1-1 through 1-1-28, NMSA 1978, Sections 1-16-1 through 1-16-9, NMSA 1978, the Local Election Act, Sections 1-22-1 through 1-22-20, NMSA, the College District Tax Act, Section 21-2A-1 through 21-2A-17 NMSA 1978, Sections 21-14-1 through 21-14-17, NMSA 1978, the Federal Voting Rights Act, and other laws applicable to the Election the District.

Section 6. Notice of the Election and other publications including the Bond Question shall be published by the County Clerk as required by the Election Code. All such publications shall be in the *Los Alamos Daily Post* or such other legal newspaper having a general circulation within the District as determined by the County Clerk. The County Clerk is requested to publish the Election proclamation as provided above and the Election Code.

Section 7. The Chairperson of the District Advisory Board, officers, employees, and agents of the District, and the County Clerk be, and they hereby are authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution, including, but not limited to, the submission of the proposed issuance of general obligation bonds to the New Mexico Higher Education Department for approval.

Section 8. All action heretofore taken by the Board, the Chairperson, officers, and employees of the District not inconsistent with the provisions of this Resolution directed toward the calling and conducting of the Election be, and the same hereby is ratified, approved and confirmed.

Section 9. All acts, motions or resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency.

Section 10. This Resolution shall be in full force and effect after its passage and adoption.

PASSED AND ADOPTED THIS 8th DAY OF APRIL, 2024.

UNM LOS ALAMOS BRANCH COMMUNITY
COLLEGE DISTRICT

By: _____
Chuck McCullough, Chairperson

[SEAL]

ATTEST:

By: _____
Kristin Henderson, Secretary

Member _____ moved the adoption of the foregoing Resolution, and Member _____ seconded the motion. The motion to adopt the Resolution was thereupon put to a vote and was passed and adopted on the following recorded vote:

Those Voting Aye: _____

Those Voting Nay: _____

Those Absent: _____

STATE OF NEW MEXICO)
)
COUNTY OF LOS ALAMOS)

I, Kristen Henderson, the duly qualified and acting Secretary of the Advisory Board (the "Board") of UNM Los Alamos Branch Community College District in Los Alamos County (the "District"), do hereby certify:

1. The foregoing pages are a true, perfect and complete copy of the record of the proceedings of the Board, constituting the governing board of the District, had and taken at a duly called special meeting held at the UNM Los Alamos Campus, Jeannette O. Wallace Hall, Building 5, Room 505, 4000 University Drive, Los Alamos, New Mexico, 87544 on the 8th day of April, 2024, at the hour of 5:30 p.m., insofar as the same relate to the proposed submission of a general obligation bond question to the voters of the District at the upcoming general election on November 5, 2024, a copy of which is set forth in the regular book of official records of the proceedings of the Board kept in my office. None of the action taken has been rescinded, repealed or modified.

2. The proceedings and the meeting were duly held and the persons therein named were present at the meeting, as therein shown.

3. Notice of such meeting attached hereto as Exhibit "A", was posted in accordance with the open meetings standards presently in effect, i.e., Advisory Board Bylaw 1330 re-adopted on September 12, 2022, which is currently in effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, this 8th day of April, 2024.

(SEAL)

By: _____
Kristen Henderson, Secretary
UNM–Los Alamos Branch Community College District

EXHIBIT "A"

Notice of April 8, 2024 Meeting