UNM-Gallup College Council Minutes

Wednesday, April 17, 2024 | 1 p.m.
Executive Conference Room - Gurley Hall 1216A

Attendance

John Zimmerman, Dean of Instruction
Robert Griego, Director of Business Operations
Keri Stevenson, Faculty Assembly President
Tina Griego, Staff Council President
Ron Petranovich, Physical Plant Manager
Eric Castillo, IT Manager
Frank Sanchez, IT Technical Analyst 3
Sgt. Richard Perez, UNM-Gallup Campus Police
L.D. Lovett, Director of Diversity, Equity & Inclusion
Ashlee Velasquez, Director of Workforce Development
Richard Reyes, Sr. Public Relations Specialist

Agenda

1. Approval of Minutes: March 20, 2024
    a. Approval of Minutes was postponed to the end of the meeting due to printouts being immediately unavailable.
    b. Keri S. made a motion to approve the minutes. Tina G. seconded the motion. The minutes were approved by majority. No opposition.
2. Chancellor's Office, John Zimmerman on behalf of Dr. Sabrina Ezzell
    a. John Z. introduced Ashlee Velasquez as the new director of workforce development at UNM-Gallup. Everyone introduced themselves.
3. Academic Affairs, John Zimmerman
    a. No report.
4. Student Affairs, John Zimmerman on behalf of Jayme McMahon
    a. No report.
5. Business Office, Robert Griego
    a. Budget Planning: Mostly dealing with upcoming budget and finalizing last year's numbers. Presented the 2024-2025 budget to the Local Advisory Board last night (Tuesday, April 16, 2024). The board approved the budget as presented. The highlights included a 3 percent raise for employees approved by Legislature and mostly paid for by Legislature. Raises take effect July 1, 2024. Another highlight is a $200,000 increase for Equipment Renewal and Replacement for campus wifi update, which is done every five years. Other changes include putting all recruitment funds into HR index. All work studies are now under HR index too. Also put all

copying funds into copy/paper index. Health insurance premiums for employees rose 17.1%, but UNM bumped up tiers to offset potential loses. When budget is approved, it will be posted on Business Operations website. New budget planning calendar is also on the website. Budget planning is a year-long process, so calendar will help with that.

6. Facilities and Maintenance, Ron Petranovich
    a. Building Renewal & Replacement: Received additional money from state for projects. New roof on childcare building is done. Now working on roof of south addition of Physical Education Complex.
    b. Work orders: If anyone sees something that should be fixed, please let Physical Plant know. Physical Plant will entertain any work order that comes in, particularly for things that need to be repaired or fixed. For larger items or safety concerns, contact Physical Plan to put it on their radar.
    c. Lion's Hall demolition still pending, waiting on approval from N.M. Higher Education Department. Contractor is in place and purchase order will be done soon. On schedule to be done by first of June.
    d. Evaporative cooling: Bear with Physical Plant as it takes a couple weeks to get coolers up and running now that it's getting warmer.
    e. Graduation: Facilities team will be focusing heavily on graduation as well as other ceremonies/events during the same week, including TRIO/SSS, CCTE and Nursing.
    f. Hiring: New grounds employee has been hired. If get an opportunity, give Dayne Nahohai a pat on the back. He's been the only turf tech for a few months. Maintenance tech hiring still pending. Reviewing applicants and will hopefully be filled in a month.
    g. Card swipe for turnstyle at PE Complex: Eric C. asked question about who fixes card swipe. Ron P. said start with the UNM Lock Shop.
7. Faculty Assembly, Keri Stevensen
    a. Had a Zoom meeting with UNM Food Pantry personnel and gained insight on how it's run. They began with a van in the parking lot. They didn't have physical space until 2019. They work with Road Runner Food Bank. They use a survey for log-in. Daily limit per student is 10 pounds of food or a full basket. Recommendation to start small and grow. Don't beat yourself up for not having extensive operation off the bat. Manage expectations. John Z. mentioned that there is a lot of energy on campus to initiate a food pantry, so make sure to coordinate all efforts.
    b. Elections: Faculty Assembly election has been delayed because waiting for nominee for 2-year senator position. It takes 2 weeks for main campus

to set up the election. Keri S. will continue as president until confirmation of new officers. Carolyn Kuchera is running for president unopposed and is expected to fill the role.

8. Staff Council, Tina Griego
    a. Executive Committee meeting with Executive Leadership was canceled.
    b. Budget: Working with Robert G. to increase Staff Council budget for more events in the new year.
    c. Development and Training: Staff Council's Development Committee is working to promote EOD online offerings and reserve rooms where staff can participate as a group.
    d. Wellness Committee update on safety classes: Frank S. said about 10-12 women have taken self defense classes and all felt it was valuable. More classes coming soon.
    e. Event Committee update: Administrative Professionals Day is Wednesday, April 24. Richard R. encouraged everyone to show appreciation to their admins. There are also plans for recognition in Gurley.
9. Diversity, Equity & Inclusion, LD Lovett
    a. Subgroup of DEI Taskforce is planning to meet and put together a calendar of events for next year.
    b. Working with county people and HR folks on diversity training and development.
    c. Working on obtaining tribal nation flags for display in Gurley Hall to represent campus population. Zuni Pueblo and Navajo Nation flags acquired, others pending.
    d. Working on welcome sign featuring different languages to create a stronger sense of belonging for campus community and visitors.
    e. Asian Pacific Islander Month: Looking for input and ways to recognize. Recommendation to reach out to student Asian Culture Club, whose advisor is Yi-Wen Huang.
10. Information Technology, Eric Castillo
    a. Calvin Hall Auditorium Tech: Eric C. will be on campus to deliver an HDMI cable as a backup for Business of Art event, which includes projector presentations. A third plan is also available. Suggestion to think about auditorium tech for long-term solution. IT team has done great job of stringing together short-term solutions.

b. Card Swipe Turn Style: Will reach out to Lock Shop to add swipe access to Lobo ID cards. Swipe access will also be useful for other things, such as Wepa printers.

c. Computer Labs: Since opening of SSTC 128, lab usage is still low. IT is considering a laptop cart to supply devices for labs/classes that need them versus desktop computers. Calvin Hall labs also have relatively low usage. John Z. stressed that a minimum number of machines are needed in Calvin Hall for classes. CAL testing lab needs a camera update, so IT will work on getting a quote.

11. Safety, Sgt. Richard Perez

    a. Meeting with rep from Summit Electronics to tour campus and look into logistics for a campus siren and possibly PA system.

    b. Cougar Watch 2024: Gallup Police recently issued statement about cougar sighting in Mossman neighborhood area. Richard P. advised that UNM-G is surrounded by wooded areas.

    c. Public intoxication: This time of year there is an increase in intoxicated students due to high stress of classes/testing. Call UNM-G Campus Police if you encounter an intoxicated individual to prevent them from getting behind the wheel and driving.

12. Public Relations, Richard Reyes

    a. No report.

Meeting adjourned before 2 p.m.