

UNM-Gallup College Council Minutes

Wednesday, Aug. 21, 2024 | 1 p.m.

Executive Conference Room - Gurley Hall 1216A

Attendance

John Zimmerman, Dean of Instruction
Jayme McMahon, Director of Student Affairs
Robert Griego, Director of Business Operations
Ron Petranovich, Physical Plant Manager
Eric Castillo, IT Manager
Frank Sanchez, Technical Analyst 3
Dr. Carolyn Kuchera, Faculty Assembly President
Richard Perez, Campus Police Sergeant
Tina Griego, Staff Council President
Richard Reyes, Sr. Public Relations Specialist
LD Lovett, Diversity, Equity & Inclusion Director

Agenda

1. Approval of Minutes: July 17, 2024
 - a. LD Lovett motioned to approve the minutes and Jayme McMahon seconded. Minutes approved with unanimous vote.
2. Chancellor's Office & Workforce Development, John Zimmerman on behalf of Dr. Sabrina Ezzell and Ashlee Velasquez
 - a. John said Sabrina and Ashlee were in Albuquerque for the 2024 New Mexico Workforce Conference. Ashlee also had plans to be at a Navajo Nation Economic Development event on Friday.
3. Academic Affairs, John Zimmerman
 - a. Calvin Hall Center Flooding Update: John said classes have started while navigating the difficulties with Calvin Hall Center. But he gave kudos to everyone involved in addressing the situation, moving classes and getting classrooms ready. Classrooms are in good shape, but still working on technology.
 - b. Hiring Update: 22 positions for full- and part-time faculty have been hired. New faculty orientation went well. Carolyn had question about faculty listserv. Listservs are updated automatically through banner, so some emails are still pending. LD asked about the reasons for so many hires. John explained it was circumstantial for many reasons such as retirements, but hiring processes and timing have also been improved.
4. Student Affairs, Jayme McMahon

- a. Registration Update: Head count for course campus is close to 2,200 (up 4.64% compared to last year). Head count by student campus is close to 1,500 (up 1.37% compared to last year). Non-traditional and true college freshman are coming back.
- b. Staffing Update: Search needs to be reopened for Native American Student Success Center director. Hiring is proceeding for two student success specialists funded through NASNTI grant (Native American-Serving Non-Tribal Institution). Advisement has skeleton crew with 2 advisors; working to hire 3rd advisor through tribal education initiative. Still have two vacancies, but staggering hires to not overwhelm training efforts. Hiring also in progress for third admissions advisor. Despite short staffing, everyone is still doing a good job of meeting students' needs.
- c. Brittany Tabor is no longer with TRIO Upward Bound. Will begin hiring process for new supervisor.
- d. Gurley Hall Renovation: Jayme and Robert have been heavily involved in planning, which is going well.
- e. Welcome Back Week & Discovery Fair: Jayme asked for helping in announcing upcoming events aimed at giving students information about programs and services available to them. Also promoting Student Government elections and chartering of new student clubs.

5. Business Office, Robert Griego

- a. Gurley Hall Renovation: Robert gave additional details about the planning and reorganization of space, including brighter areas, additional food service, self service food area, mail room relocation, more reasonable space for police, student services upstairs, ABE possible relocation.
- b. Budget Update: Robert delivered budget report to Local Advisory Board earlier in the week. Numbers look good and constant. Revenue is up a little. Property tax is holding. Revaluation of faculty positions has helped budgeting.
- c. Staffing Updates: HR is busy and department is being evaluated. Processes may change. Physical Plant has had a few retirements. One position will be replaced. Another is being reevaluated.
- d. Bookstore Update: Had a good year finishing in the black. Sales are up.
- e. IT Refresh: Looking at immediate needs and make decisions soon on equipment refresh.

6. Facilities and Maintenance, Ron Petranovich

- a. BR&R appropriation will help with exterior stucco repairs. Will make a big difference in what plant can do.

- b. Calvin Hall is looking good, but still work to be done with sprinklers, ceiling tiles and carpets. State risk management resources are helpful.
- c. Staffing: Physical Plant is short staffed, so please have patience with team as they work to address needs on campus. Jobi Herrera has been assigned to do admin work for Physical Plant and she is greatly appreciated.
- d. Lions Hall lighting still needs to be addressed. When building was demolished, electricity for parking lot went down. Childcare center still has power.

7. Information Technology, Eric Castillo and Frank Sanchez

- a. Lobo Card Update: Still working with Student Affairs on Lobo Card IDs and prox cards. Ron mentioned old “clearances” from COVID era that need to be updated. Robert mentioned this is a priority to work toward a long-term one-card solution for everyone on campus.
- b. Internet Outage: Frank Sanchez and Sabrina attended community town hall. Problem is Lumen does not have a fiber line redundancy, so no backup when fiber lines are cut. Lumen is working with state legislators to purchase fiber access from other provider to prevent future outages.
- c. Eric submitted a request to Academic Technologies to look at Calvin Hall Center audio/visual needs for events.
- d. CAL lab has quote for cameras and cabling for testing center.
- e. Calvin Hall IT Update: Frank said everything is dry and working, but equipment may start failing unexpectedly due to water damage. IT and Physical Plant will work on insurance for IT equipment and cabling.

8. Faculty Assembly, Dr. Carolyn Kuchera

- a. There are 56 full-time faculty as of mid-August. Assembly had first meeting earlier in the month.
- b. Operations Committee came up with 4 priorities: continuing to help establish food pantry; creating smoother transitions for committee members; continued conversation around student dishonesty and AI usage; and engagement on other committees.
- c. Carolyn will meet with Faculty Research Development Office to discuss faculty needs and interests in terms of research support.
- d. John and Carolyn discussed meetings with division chairs.

9. Safety, Sgt. Richard Perez

- a. Running traffic and getting people to slow down.

- b. Working on lost/stolen items via surveillance footage.
- c. Complaints about Gurley Avenue patch job.
- d. Richard P. mentioned town hall meeting coming up on shooting incident involved Hozho Academy student.
- e. Campus Safety Week: Jayme gave update on planning efforts and events. John mentioned need for first aid training for faculty and staff. Jacob LaCroix will be looped in for training discussions.

10. Staff Council, Tina Griego

- a. Tina gave update on last Staff Council meeting, including Toastmasters presentation, compensation presentation and fundraiser policy presentation.
- b. Staff Council is moving forward on an After Hours Fundraiser Dinner.
- c. Subcommittee will work on Lobo Perks for local discounts.
- d. Salsa Contest for Hispanic Heritage Month in September.
- e. Walking Challenge is now complete.

11. Public Relations, Richard Reyes

- a. Richard R. delivered update on new newsletter format, PR request form, Welcome Back Week & Discovery Fair, Campus Safety Week promotion, academic program webpages, and food trucks (Rosco's is now on campus on Thursdays).

12. Diversity, Equity & Inclusion, LD Lovett

- a. LD is working on updates to members of committees and bios.
- b. LD will be attending a conference for Adult Basic Education and mentioned the state's interest in combining ABE with dual-credit.
- c. Diversity Summit to be hosted by New Mexico Highlands University on Nov. 8-9.
- d. Budget for events is going to be an issue going forward.
- e. Cultural Speaker Series: Looking at people willing to come provide information.
- f. Global Diversity: Working with main campus subcommittee to make more headway.

Meeting adjourned at 2:41 p.m.