

## **UNM-Gallup College Council Recap**

**Wednesday, Sept. 17, 2025 | 1 p.m.**

**Executive Conference Room - Gurley Hall 1216A**

### **Attendance**

John Zimmerman, Dean of Instruction  
Robert Griego, Director of Business Operations  
Jayme McMahon, Director of Student Affairs  
Eric Castillo, IT Manager  
Frank Sanchez, Technical Analyst 3  
Ashlee Velasquez, Director of Workforce Development  
Richard Reyes, Sr. Public Relations Specialist  
Shana Arviso, President of Staff Council  
Ozzy Guerrero, Manager of Facility Operations

### **Meeting Recap**

#### **Academic Affairs, John Zimmerman**

- **Construction Projects:** Significant progress is being made on the McKinley Academy building and the new student experience/parking lot project. The welding project is nearing completion, with the new shop almost done, and equipment funding is awaited from the state. A planner has been assigned for the Fine Arts project, and a feasibility study for the Calvin Hall North wing renovation is ongoing.
- **Enrollment Growth:** UNM-Gallup is seeing substantial growth in enrollment, far exceeding the 2% goal.
- **Staffing:** Academic Affairs is finalizing an administrative assistant hire, which will fully staff admin positions across all four divisions. Ann Jarvis is currently the acting director of CCTE until Karla Baldonado returns.

#### **Student Affairs, Jayme McMahon**

- **Grant Programs:** Efforts are focused on filling several student success specialist and education coordinator positions within grant programs.
- **Compliance:** Working on Clery reports/deadlines as well as changes to Title IX.

#### **Information Technology, Frank Sanchez and Eric Castillo**

- **Network Upgrade:** A full network switch upgrade is scheduled for the week of Oct. 27-Nov. 3. Outages will be coordinated to minimize class disruption, but some temporary shutdowns, especially for the data center and Gurley Hall, are anticipated.
- **Windows 11 Refresh:** IT is actively identifying machines for Windows 11 upgrades over the next few weeks, with a goal to upgrade or replace about 100 more machines in early October to meet deadlines. Mandatory upgrade days for departments may be scheduled.

- Security System: Upgrades to the Avigilon system's NVRs are expected to be completed by mid-October.

#### **Public Relations, Richard Reyes**

- Branding & Public Relations: Employees are reminded to consult Public Relations (PR) for all branding, logo use, and promotional item orders to ensure compliance with UNM Licensing. Two training sessions (morning and afternoon) on branding are planned for Thursday, Sept. 25.

#### **Business Operations, Robert Griego**

- New Timekeeping System: New timekeeping system will be implemented starting Nov. 1, replacing TCP. Mandatory training for managers and supervisors will begin in mid-September, followed by training for all employees. This new system will allow hourly and student employees to log in directly, streamlining the process.
- Budget & Financial Training: One-on-one training sessions are available for employees responsible for budget reports. Financial statements for HED have been submitted and will be presented at the next board meeting.
- Risk Management: New instructional videos on risk management are available. Key focus areas include ensuring mandatory certificates for drone operators and valid driver's licenses for employees. Email notifications for certificate expirations will begin Jan. 1.
- Bonds: Planning is underway for a bond initiative to appear on the 2026 ballot to fund various campus projects.

#### **Staff Council, Shana Arviso**

- Fundraiser Event: Staff Council is planning a dinner and dance fundraiser event for Friday, Oct. 24, from 6:30 p.m. to 9:30 p.m. in the Gurley Hall Commons, and is exploring opportunities for student club involvement.

#### **Facilities Maintenance Department, Ozzy Guerrero**

- Traffic Management: Discussions are ongoing with the city to address traffic backups caused by a newly installed stop sign near Middle College's new building. A "Yield for Pedestrians" sign is expected to replace stop sign.
- Facilities Updates: Five new HVAC units in Calvin Hall are operational, and efforts are underway to gain full control over them to manage temperature issues. The gravel parking lot at facilities is also being planned for improvement.

#### **Community Education & Workforce Development, Ashlee Velasquez**

- Program Success: The first solar technician cohort successfully completed, with 11 students completing the course and 5 achieving national certification, showcasing the program's impact.

- New Initiatives: Efforts are focused on improving program processes, developing a leadership class, acquiring simulators for heavy equipment operation, and establishing a partnership with Horizon for HVAC training.
- Community Education: Identified a potential instructor for new crochet class once a month and nothing has been set just yet.