

meetings with a smaller group that are held every Friday. There is a list on the website of dates, times, and places for the Open Office Hours, and they welcome anyone who signs up to attend. In a few weeks, they will be held in the library.

Ms. Stafford then informed the Assembly that the Ops Committee had discussed the date of the March Assembly meeting. Friday, March 15th, the third Friday of March and what would be the normal meeting time, is during Spring Break. The Ops Committee suggested changing it to March 22nd, the fourth Friday of the month. It is early in the month to meet if we chose the 8th, the second Friday, instead.

I move that we meet on March 22nd instead of March 15th.

Motion: Cecilia Stafford

Seconded Yes;

Discussion: None

Voice Vote: Unanimous

Motion carried: Yes

Ms. Stafford then reminded the Assembly of the next meeting in February, which will be on the 15th in SSTC 200. The election for the senator needs to be held then.

Ms. Stafford opened the floor for questions, but received none. Ms. Stafford turned the floor over to the Dean of Instruction, Dr. Daniel Primozic.

INFORMATION

**DEAN OF INSTRUCTION'S
REPORT**

**DEAN DR. DANIEL
PRIMOZIC**

Dean Primozic greeted the faculty, welcoming them back to the spring semester and thanking them for coming to the meeting. He announced that various faculty had voted to give him a full professorship and tenure. He was pleased and proud to have the title, which he saw as more than a title.

The Dean then spoke about increases in enrollment, although he said Dr. Malm's report would cover that in more detail. He praised the faculty for stepping up so that we did not have to raise class caps.

Currently, the Dean said, UNM-Gallup is negotiating a Baccalaureate of Education. While the media have reported that we had initiated it already, this is not true; the negotiation is ongoing. It will not be an easy process, but we are trying. We will also work on other degrees and introducing them onto the Gallup campus, but this would depend on getting the Education degree first.

The Dean said he would also meet with the upper management of McKinley Academy to manage culture change on campus. There have been some rough spots with the new culture on campus as of last semester. Dean Primozic has assembled a committee to work on managing culture change successfully. While some of the change comes from high school students' presence, the Dean thinks it extends beyond that. He plans to address the change in a holistic and thoughtful manner.

A new course has been brought onto the UNM-Gallup campus from the main campus. Rainforest is dedicated to helping members of communities start their own business. The course has two parts: an online portion that teaches participants about starting a business, and seminars that are face-to-face and open to the public. The first meeting is planned for 5 PM later this afternoon.

No faculty had questions, so Dean Primozic ended his report. Ms. Stafford turned the floor over to Dr. James Malm, CEO of UNM-Gallup.

INFORMATION

CEO'S REPORT

DR. JAMES MALM

Dr. Malm began his report by issuing three rounds of thanks: to Dean Primozic and Academic Affairs for working on the academic climate; to CFO Robert Griego for working on financial soundness, which includes better news financially than last year; and to Director Jayme McMahan for working on student success. He stated that Director McMahan would also report on good enrollment news, and that our enrollment has improved over last year's along with our finances. Dr. Malm is also looking forward to the Long-Range Planning and Resource Committee report on strategic planning and the Budget Review Committee report from Dr. Andrew.

Dr. Malm spoke about a new program that the executive team has implemented. They meet every weekday morning. For the first four days of the week, this meeting includes division chairs, our institutional research team, and Public Relations. On Fridays, the team will begin holding open meetings, in a different place every week, to move outside Gurley Hall. Today they held a meeting in Nursing. They will create a webpage that anyone in the community can sign up with to say that they wish to address the executive team. Ms. Stafford has already signed up and spoken with the leadership team, along with people from CAL. This is an effort at transparency, to help the team and those they interact with maintain mutual respect and universal collegiality.

The CEO then gave a legislative affairs update, and said that he is prepared to do lobbying. On UNM day, he and others will be present to in Santa Fe to help lobby the legislature. Two members of the local advisory board and Dr. Malm will travel to the Rotunda and attend a party that UNM is planning for the elected officials.

Dr. Malm will also be present for Gallup-McKinley County Day at the legislature later in February. All of the agencies in Gallup are teaming up to give a party for the legislators. They will also organize meetings with the Secretary of Higher Education, the former CEO of the Taos branch. Dr. Malm warned the Assembly that there is lots of money at stake because of direct appropriations from the New Mexico Legislature. Depending on the decision about what numbers should be given priority in the formula, this money may go up or down by \$200,000. The lobbyists are trying to set the formula to be more than in the past. Dr. Malm was optimistic that we may do better this year. He has signed the document that outlines UNM-Gallup's capital plan for the next 5 years, including \$11.5 million in new buildings and construction. As part of higher education, we are saying we want 8% new money and 2% clawbacks. This is currently planned to include a 5% salary increase for public employees.

Dr. Malm then opened the floor for questions. The first one concerned whether public employees receiving a 5% salary increase would actually include university employees. Dr. Malm said that the increase may be bumped down to 4%.

The next question was about the general budget and whether the new money we would receive from the legislature would replace what was lost last year. Dr. Malm stated that we would renegotiate from what we got last year as well as negotiating for new money. It helps that higher education is the third largest employer in the state. We may receive close to 8% of the billion that higher education earns. If we do receive the \$200,000, it is new money that can be spent on programs and the like. We have managed to clear expenses. After being \$400,000 in the hole last year, we will have that much and more.

One faculty member asked about the currently vacant faculty positions, and whether the budget would let us move forward with hiring or whether we have to hold off on filling them. Dr. Malm responded that our savings do not come from not spending money on salaries. As well, the Dean of Instruction added that paperwork has been submitted to begin filling the position in Statistics.

This ended the Assembly members' questions, so Dr. Malm finished his report. Ms. Stafford turned the floor over to Mr. Robert Griego, CFO for UNM-Gallup.

INFORMATION

CFO'S REPORT

MR. ROBERT GRIEGO

Mr. Griego spoke about the publication of budget figures for Period 5, covering November. He is currently reviewing the December numbers, but was able to state that we are doing well in revenues and below expected expenditures. He is pleased about the increases in credit hours, viewing them as dollars. He plans to hold a flat budget currently until we know more about the future money we will receive.

Mr. Griego repeated that we will not be holding back on posting faculty positions to save money, and that we want to fill open staff positions, although not filling those did contribute to the campus's savings. We will be looking at the most effective ways to build the budget and increase student success. He stated that students continuing and being on campus for a third semester could really help. Faculty and Student Services can help encourage students to stay. Also, we are doing well with enrollment compared to other campuses.

The CFO moved on to speak about the possible raise, which we won't know about in detail until the legislative session is over. Mr. Griego will prepare a draft budget. It will need to be ready before the March meeting so that the local advisory board can grant their approval. The budget then goes to the Regents for their approval.

A faculty member requested that the schedules behind the numbers be posted. Mr. Griego said that they would be starting with Period 6. This shows where the money comes from and how it is spent, and is an important part of transparency.

No other faculty members had questions, so Mr. Griego ended his report. Ms. Stafford then turned the floor over to Jayme McMahon, Director of Student Services.

INFORMATION

DIRECTOR OF STUDENT SERVICES' REPORT

DIRECTOR JAYME MCMAHON

Director McMahon began her report with enrollment numbers. As this was day five of the semester, Student Services have information from day four. They always compare them to the same day of term last year. So far, Spring 2019 is up in headcount by 7.18% compared to day four of last year, and up 4.75% in credit hours compared to the same day last spring. This means we are very close to the census number that was reported for Spring 2018. Director McMahon stressed the importance of trying to achieve consistency with these numbers.

Director McMahon moved on to give some important dates and times. Census day for this semester is Feb. 1st, 2019. Reporting snapshots are taken for official submission then at 5:00 PM. This is the last day for students to add or drop classes without affecting their financial aid, and without having a grade on the transcript. Director McMahon urged faculty to check their rosters and make sure all students attending the class are officially registered. Faculty should drop any no-shows after three weeks. This is important for students, as it will make sure that they don't owe any money to the university.

Today at 5:00 PM sees the disappearance of the waitlists, Director McMahon stated. Faculty who want to gather information about students from waitlists should therefore do it now. Students who cannot enter a class due to it being closed can still be moved into open second-half courses. Students can also add courses through next Friday without instructor permission, but they do have to be fully admitted already. Student Affairs is not processing any more applications. Deadlines were put in place last year to keep students from adding late, as they rarely succeed past a certain point. Instructor and chair permission can be given for students to attend starting after three weeks, but because of this point being one of the tipping ones for student failure rates, it should only be for students who have been attending on a regular basis but were not registered.

Director McMahon then began to speak about the HLC visit. As part of this visit, the Provost's office on main campus has developed a task force to look at advising structures across the university. Director McMahon and others are heavily involved in this task force. However, Director McMahon expects more small changes, such as in titles, than large ones.

Student Affairs has had success with students who go on academic probation, Director McMahon revealed. Students on probation are those who have less than a 2.00 GPA. Student Affairs tries to support them as early as possible and prevent probation from happening. Once a student enters this state, they are suspended if they do not maintain a 2.5 GPA. The probation process now has a lot of outreach and its own requirements. At the end of fall 2017, Director McMahon stated, we had to suspend 76 students for one semester and six students for a full year. Suspensions happen for a year if students come back after a semester on suspension and then fail another probation semester. Our numbers have improved so that only 14 students were suspended for a semester at the end of Fall 2018 and only four for one year. Director McMahon attributed this to Student Services working harder on the issues as well as ancillary support outside academic advisement. Student Services plans to apply the same approach to those on financial aid academic plans in the future.

One faculty member asked if, looking at state-wide trends, we have reached the bottom of our enrollment decline. Director McMahon said that we currently have the ability to maintain zero-sum enrollment. It does not mean we have hit the bottom. Without dedicated work to maintaining enrollment, it would fall again. We do have good numbers compared to the rest of the university system, but we would like to see enrollment growth. We need to look at academic programs and marketing. Despite some of the impacts on Student Affairs, they have been working hard at support, retention, and other efforts, and are looking to increase these efforts.

The discussion then turned to the academic programs that we might add or talk about changing. One faculty member asked what the discussions would target. Director McMahon said that we are going to bring data we have together with new perspectives. We could tweak some minor aspects currently. We do need more data, and Director McMahon is looking forward to the publication of the environmental scan.

The next question was if there was any sense of the correlation between enrollment numbers and student retention. Director McMahon replied that we do not have the data broken down or a true reporting system yet. The same answer was given as to whether our part-time enrollment increase correlates to retention. However, Director McMahon did add that it is more cost-effective to retain students than to recruit them. We also want to have them graduate on time, which retention helps with. Director McMahon plans to work with Brittany Babycos, among others, to begin analyzing the data.

Director McMahon then provided more data about enrollment in response to questions; 1821 students were enrolled as of day four, and Student Services is still processing registrations. To whether the addition of high school students obscures those numbers, and how many more high school students we

have as compared to past years, Director McMahon said that the addition of McKinley Academy has helped enrollment. We were still down double digits in enrollment at the beginning of the fall semester. It will take programming and planning to make sure our enrollment does not decline further. The percentage of concurrent students is in line with and sometimes lower than the number at other two-year institutions across the state.

The final question was about students who had enrolled but then did not return after the end of the first semester. Director McMahon said that she did not have those numbers, but students can be actively admitted even if they didn't enroll the next semester.

No faculty had more questions, so Director McMahon ended her presentation. Ms. Stafford turned the floor over to Professor John Zimmerman.

ACTION ITEM

**SUPPORT FOR
STAFF COUNCIL**

**PROFESSOR JOHN
ZIMMERMAN**

Professor John Zimmerman announced that, recently, Marilee Petranovich has tried to revitalize the Staff Council. It originally fell by the wayside due to overworking. Professor Zimmerman felt that it would be a good idea for the Faculty Assembly to support our staff colleagues.

We, the UNM-Gallup Faculty Assembly, fully support the revitalization of the UNM-Gallup Staff Council and look forward to future possibilities for collaboration between our organizations.

Motion: John Zimmerman

Seconded: Yes

Discussion: One faculty member asked whether this will include joint meetings or collaborations. Professor Zimmerman replied that it could include those things in the future. We might hold an event like a barbecue instead of a convocation. Faculty and staff could be together there and increase their value to one another. Faculty and staff are all permanent employees who need each other.

One faculty member commented that there used to be staff retreats, but these are no longer happening. Professor Zimmerman emphasized that faculty, who are protected by the tenure system, are less vulnerable than staff; we have recently lost a number of positions. This makes the Assembly's support for the Council even more important.

Voice Vote: Unanimous

Motion carried: Yes

Other faculty reminded the Assembly that we have various methods to show that we appreciate the staff, including the campus kudos system and recommending a staff member as Employee of the Month.

DISCUSSION ITEM

TASK FORCE UPDATES

VARIOUS

Ms. Cecilia Stafford asked for Task Force updates:

Adjunct Faculty Task Force: Dr. Kristian Simcox gave the report. Mr. Timothy Knowles, Dr. Simcox, Professor Kristi Wilson, and Professor Tara DeYoung are currently on the task force. The task force is

focusing on documenting changes occurring in hiring and retention and establishing a clear definition of adjunct faculty; suggesting evaluation procedures; recommending effective procedures for hiring and retention; how adjuncts might be included in governance; and putting forth further suggestions for how UNM-Gallup can better support adjunct faculty. The task force plans to give reports at the Faculty Assembly meetings going forwards and reports to President Stafford later in the spring.

One faculty member asked if retention questions would concern salaries. Dr. Simcox replied that this will be something to focus on with salary equity.

Ms. Stafford thanked Dr. Simcox for helping to conduct the adjunct faculty orientation the previous week.

CAL Task Force: Dr. John Burke gave the update. Currently, the task force is using data collected from CAL and their students, and trying to identify the necessary places for improvements, including how to increase the number of students using the CAL. They might also need to adjust tutor coverage, but require further data to support any recommendations.

Online Education Task Force: Professor Sabrina Ezzell gave the update. She reached out to members of the online committee to ask for faculty volunteers, and Dr. Alok Dhtal, Dr. Yi-Wen Huang, and Dr. Carmela Lanza volunteered. The other members are Dr. Lewis Gambill, Professor Tom Kaus, and Professor Ezzell. They met last Friday. They are still looking at the peer evaluation form, and have decided that the face-to-face evaluation form does not do what we will need it to do. They are piloting the course evaluation tool, and things will be taken from it as the institution develops the evaluation form for the UNM-Gallup campus. Professor Ezzell is collaborating with UNM-Valencia's online coordinator to acquire some knowledge about what we can do better and how their campus developed their policies and documents.

DISCUSSION ITEM	ELECTION OF UNM-G SENATOR TO ALBUQUERQUE	MS. CECILIA STAFFORD
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Ms. Stafford reminded the Assembly of the need to elect a new Senator to represent UNM-Gallup at the Faculty Senate in Albuquerque, as Dr. John Burke had reached the end of his term. The new Senator's term will begin July 1st. The Nominations Committee will need to put together a slate of interested candidates so that we can present it at the next meeting and vote for the Senator.

Faculty members recalled that Dr. Elvira Martin, Professor Gayle Woodcock, and Professor Chris Platero were part of the Nominations Committee; Dr. Florentin Smarandache is the chair. Ms. Stafford would need to know if they would be interested in continuing in those positions or not.

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION	
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President Stafford asked for committee reports:

Senator to Albuquerque, John Burke/Tracy Lassiter: The Senators reported that the main campus is talking about adding different faculty awards; besides research awards, there will be some that faculty at the branch campuses can apply for.

Budget Review Committee: Dr. Andrew thanked the members of the committee for meeting, and stated that it has been difficult for them to acquire necessary documents and information. The committee and the Assembly wanted a draft of the budget that would be submitted to the local advisory board for

consideration. There was no response to or acknowledgment of this request from the administration. The CFO and the Dean of Instruction did attend the committee session last week. Dr. Andrew then outlined the concerns of the committee:

- 1) Interest from the reserve funds. The Budget Review Committee thinks that there is approximately \$7 million in the reserves. Since the board will not approve use of reserve funds, the committee hopes that interest from the reserves can be used.
- 2) Costs allocated for instruction. What is the cost for instruction, the exact percentage allocated to it? According to a manual, it is currently 49%, but the committee would like to check on the numbers.
- 3) Student fees. Students pay fees when they register. The allocation of those fees is difficult to discover. Student fees used to be split three ways: for student clubs, Student Senate, and as a source of income for IT and the physical plant. The committee is asking what the percentage is, as well as the rationale for giving student fees to IT and physical plant. They also want to know where the accountability lies and what the proportion is that is given to Student Senate. The committee also wanted to know how to account for the funds and whether UNM Policy 8210 is applicable to the student fees at Gallup.
- 4) Administrative costs. A report from August 2018 shared by the Legislative Finance Committee showed increasing costs of administration across the state. The BRC is looking into what is considered institutional support and what the recommendations are for one-time costs associated with plant funds. The committee discussed lighting campus walkways as a possible appropriate use.
- 5) Budget planning calendar. The calendar has deadlines, such as the accepted one that in February, the draft budget would be presented to the advisory board. A calendar would help the committee to look at budget trends in the last three-five years.
- 6) Dividing Arts & Sciences into two divisions. What would be the cost implications of this? The committee said that the Dean of Instruction supports the use of plant funds.

Faculty then discussed the long-term nature of the budgeting process and the need for transparent communication with the administration. Feedback is necessary so that the committee and Assembly can have an impact on the budget. Dr. Andrew would also like to request that someone from the LFC visit campus to educate the faculty on funding, which was not allowed in the past, and discussed possibly inviting someone out for another visit. Whether we should hold this event off-campus and the nature of opposition to such visits was discussed.

Faculty then asked about the interest on the reserves, and whether it was a choice or a law that we cannot access reserve money. Other faculty answered that the money in the reserves is there for emergencies, but the interest is exempt from always being kept on hand for emergencies. It has been used for other purposes before. One faculty member explained that we have put over one million dollars in reserves and then not touched it. It is a discretionary matter to keep everything untouched, not a legality. While there is a legal minimum we have to keep, we are far over it.

Teaching Excellence Committee: This committee had nothing to report.

Constitution and By-Laws Committee: This committee is not currently working on any projects with the recent changes to the constitution and by-laws completed.

CARC Committee: The assessment team came from Albuquerque to present during development week and then worked with some of the faculty on computers. CARC will have another meeting in January. Professor Tom Kaus was able to ask questions of the visitors, and they helped him upload assessment reports. Someone who wants to visit the assessment library has to request permission for it.

Faculty Committee on Student Affairs: This committee had seen no cases.

Curricula Committee: The following programs are up for review in this spring: the Certificate in Bookkeeping, the A.A.S in General Studies, the A.A.S. in Health Information Tech, and the Certificate in Cosmetology. The committee has reached out for feedback to the chairs on topics courses.

Library Committee: This committee has not met so far this semester.

Long-Range Planning and Resource Committee: This committee had no major changes to report. Professor John Zimmerman planned to send out a report to Dr. Malm and perhaps ask for a face-to-face meeting.

DISCUSSION	OTHER BUSINESS	VARIOUS
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DISCUSSION		
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Ms. Stafford opened the floor for comment on other business:

One faculty member announced, for the musically inclined, that the Redrock String Ensemble will be doing a concert on April 14th. They want people for the choir. They have a rehearsal schedule, mostly on Monday nights.

ACTION ITEM	ADJOURNMENT
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DISCUSSION	
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Motion to adjourn: Tom Kaus

Seconded: Yes

Voice vote: Unanimously approved

Motion carried: Yes

Meeting adjourned at 2:03 PM, by Faculty Assembly President Cecilia Stafford.

Recorded by: Keri Stevenson, Faculty Assembly Secretary on January 18th, 2019.