



Dr. Mingus reported that the Ops Committee did not meet with the executive team in November, because of incompatible schedules and miscommunication. The two groups were planning to meet in the spring semester. Dr. Mingus also reminded the Assembly that the constitution and by-laws vote would be soon; it would come through UNM IT and had required more paperwork and formality than expected. The election run time would be Nov. 28<sup>th</sup>—December 9<sup>th</sup>, conducted entirely electronically.

Finally, Dr. Mingus announced that Professor Joe Kee, Jr., had been approved for a sabbatical in the spring and congratulated him. He asked faculty whether they had questions, but there were none. Dr. Mingus turned the floor over to UNM-Gallup CFO Robert Griego.

**INFORMATION**

**UNM-GALLUP FINANCIALS**

**MR. ROBERT GRIEGO**

Mr. Griego thanked the Assembly for inviting him. He said he would welcome questions.

He began his report by stating that there had been an advisory board meeting a few days prior, and it had painted a good picture. UNM-Gallup was a little bit above budget when it came to revenues, and also a little bit above with expenses. With a few exceptions, Mr. Griego said, there had been a smooth and steady progression; UNM-Gallup used a twelfth of appropriations every month, and had lots of people on 12-month paychecks.

At the 33% mark of the year, UNM-Gallup was at 35% of the budget. There had been raises in the last year, so the campus was doing better there. Enrollment was up slightly. Tax revenue had gone down a little, Mr. Griego added, because we had lost industrial taxpayers. Overall expenses had reached the 29% mark, with last year's number being 28%. The expenses were projected to creep up a little because the campus was hiring people, especially compared to last year with COVID when this mostly did not happen. State coffers were full with oil and gas money, and the state has been generous, which had also helped improve UNM-Gallup's finances. The campus had received some endowment money for the first time: \$2.5 million, one position in education and one in nursing. It had remained difficult to hire in areas like facilities and janitorial staff. The minimum wage had risen to 15 dollars, but there was a labor shortage. However, Mr. Griego commented that they had hired a new person in PR, and two new people in HR. There had also been increased demands on Mr. Griego's office, so he had new help to handle it.

The legislative session was coming up, and an Accountant III was helping Mr. Griego prepare his report. Currently, they only had one cashier rather than two. The new accountant was the backup for payroll. More people were also being hired for the Student Services area, and they would be implementing software to help track and recruit potential students.

Mr. Griego then spoke about Dr. Ezzell's intention to establish daycare on the campus. So far, there had been no interest from daycare vendors, but Mr. Griego said it would be a priority to establish one for student, staff, and faculty children.

About three-quarters of the way through the year, there would be index managers identified by Robert. There were about 200 indices. Mr. Griego had had to pull the data from Banner, but it was not currently in the right format. The index managers would meet as a group and decide what the right priorities were. Director McMahon believed that UNM-Gallup had the required resources but would need to allocate them correctly. The ask for the legislature would be for 10% raises, plus additional money to pay bills. Mr. Griego added that when the halfway point was reached, the team would have a better financial picture to build on, which might include the costs of hiring daycare workers.

Mr. Griego finished his report and opened the floor for questions. The first was about what the COVID money had been earmarked for. Mr. Griego replied that it continued to be earmarked for COVID-related expenditures and unavailable for others. The faculty member, Professor Chavez, pointed out that Construction Tech had been out of the loop for the B&AT renovations, but needed money for the heating service to be upgraded. Mr. Griego explained that two years before, UNM-Gallup had asked for eight million dollars, and had received only four million. The campus had also had a problem getting materials due to supply chain issues. The campus admin team had returned to HED and would receive some supplemental money. They had asked for 1.8 million for Construction Tech. Some of this would be UNM-Gallup money. It would go through the legislative process this year, and be decided on in that session.

Professor Chavez was concerned that if renovations continued to be delayed, he would be retired before anything improved. He had hoped the COVID money could be used for air filtration systems on the buildings. Mr. Griego said that it would probably take less than three years to spend the money, because it was part of the original plan and the paperwork had been filed. That meant that it had already been determined what the needs were. However, Professor Chavez said that no Construction Tech ideas were currently being planned for that he knew of. The four large heaters in the Construction Tech area meant that it was impossible to hear lectures. Professor Chavez was trying to work out a solution. COVID money could help replace the system, which had been neglected since 1985. Mr. Griego said there was a possibility that some of the \$600,000+ which was used for maintenance each year could be used for the heating and cooling system. It was currently being used for upgrades on swamp coolers being switched to refrigerated air. Mr. Griego said he could include a request for updates to Construction Tech as part of this money. Professor Chavez asked how much COVID money there was and if it could be used for the Construction Tech system work. Mr. Griego replied there was about \$300,000-\$400,000 that needed to be restricted for COVID needs.

Another faculty member then asked about the FPDC committee and the bureaucracy to be worked through for that money and other reimbursements. Reimbursements happened across months, as compared to a much faster timeline at the Albuquerque campus. The faculty member wanted to know if this could be streamlined through the Ops Committee or Mr. Griego's office. Mr. Griego admitted that there was a lot of red tape, partially because there were only two people who approved expenses; this had happened in part because of vacant positions. Some of UNM's onboarding had also caused a problem. Even Mr. Griego had had trouble contacting people with small deposits. He encouraged the faculty member to bring the issue to the Ops Committee. He said that hiring new people in the future would also help. There were problems both with the Chrome River setup, and with the number of signatures needed.

The third questions was about what UNM-Gallup had made last year as an institution. Mr. Griego replied that going to the CFO's part of the website would show both the money in reserves and the total number. In his recollections, that was about \$1.7-\$1.8 million, with some COVID money. The bonds for UNM-Gallup buildings had been approved in the election, so there would be some money coming in. The large plan drawn for Gurley Hall renovations in the past had had to be scaled down, however.

Asked whether the money made last year was roughly \$1.7 or \$1.8 million, Mr. Griego replied that this was using three-year comparatives. There was a \$7.6 million versus a \$9.3 million number. Last year there had been a transfer of \$3.2 million, and \$600,000 used for maintenance. A little bit less than a million would the true number.

The last question concerned the timeframe for replacing printers, copiers, and faculty laptops. Mr. Griego said that new printers had been on order since March, but they had not received them yet. Despite promises of a faster timeline if another order was placed, Mr. Griego was skeptical. Some

current printers were available and being moved around to new placements, due to people like Mr. Griego not using them much anymore. The campus wanted to stick with Xerox, but faculty might be able to buy their own. The faculty laptops were on a five-year rotation. Mr. Griego said that UNM-Gallup was the best of the branches at replacing them on schedule. However, some computer labs were not currently being used or maintained; the campus had lost the admins who used to manage them.

There were no more questions. Dr. Mingus thanked Mr. Griego and turned the floor over to Professor Sonya Damon, to talk about the campus safety plan.

**INFORMATION**

**CAMPUS SAFETY PLAN**

**PROFESSOR SONYA  
DAMON**

Professor Damon said that the Safety Committee that had been implemented prior to COVID had had a few new members join it. They had been meeting with the Chancellor; some of the inquiries they had tackled were pre-COVID ones.

They had ordered AED defibrillation devices, and Professor Damon said that there would be 20 new ones placed on campus. The Campus Safety Committee would have first aid kits placed as well. The Chancellor wanted faculty to undergo training to use them. Some faculty already familiar with them would be performing the training during Convocation week, Professor Damon said, and it would take perhaps 30-45 minutes of time in the division meetings.

The committee had started a call tree, Professor Damon said, with sections or buildings that coordinators were in charge of. The call tree would function by means of people calling each other in case of an emergency. It might eventually include local community first responders. The coordinator would kick off the call tree, and would tell people where the exits and entrances to the building were and how to lock the doors.

Professor Damon also expressed her belief that the active shooter training taken online was not enough by itself. Live training would simulate a scenario and place faculty in the areas they would need to defend. Did the door open toward the classroom or outward? Did it have locks? Answering these questions and conducting the training would involve meetings with people who run simulations and could conduct them on the Gallup campus.

Some classroom doors on the campus, Professor Damon said, did not have locks on them that could be locked from the inside. These would be replaced. The process would start with the Nursing Building and advance from there. Those people who needed information would get some of this from the building coordinators.

Dr. Mingus thanked Professor Damon for her presentation and opened the floor for questions.

The first question concerned the possible presence of tourniquets in the first aid kits, because they would be needed in the event of a school shooting. Professor Damon responded that this had been one of the things the Chancellor was looking at. They were often part of the kits in the past, but not always. Professor Damon knew how to use the tourniquets and said she could teach other people.

Another faculty member asked if E-CPR training could be piggybacked on the training about how to use the first aid kits and the defibrillators. E-CPR training was about de-escalating a situation. The AAUW would pay for up to six people to trained from the Gallup campus and were looking for interested candidates. Professor Damon agreed this would be a good idea and invited the faculty

member who had asked the question to come to the next Safety Committee meeting and present on it. Their next meeting would be on Monday the 21<sup>st</sup>.

**ACTION ITEM**

**CURRICULA COMMITTEE**

**DR. LORA STONE**

Dr. Lora Stone, chair of the Curricula Committee, asked the Assembly to consider two approvals. One was for a Form C for a new program, the A.A.S, in Fire Science; this was an adoption of a UNM-Los Alamos program. The second group of approvals needed was for nine Form B's, courses that would support the Practical Nursing Certificate.

On the Fire Science program, Dr. Stone said that Dr. Pamela Cheek had already approved it, and that it would be placed in the Business & Applied Technology division when established.

**I move to approve the Form C.**

**Motion:** L. D. Lovett  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**I move to approve the nine Form B's as a block.**

**Motion:** Chris Chavez  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

Dr. Stone clarified the nine Form B's being approved in the chat. The classes were: Professional Issues in Practical Nursing, Introduction to Practical Nursing Concepts, Principles of Practical Nursing Practices, LPN Health/Illness Concepts I, LPN Health Care Participant, LPN Nursing Pharmacology, LPN Health Assessment and Promotion, LPN Health/Illness Concepts II, and the LPN Capstone.

**I move to approve the Form B's.**

**Motion:** Andrew McFeaters  
**Seconded:** Yes  
**Discussion:** None  
**Vote:** Unanimous  
**Motion Carried:** Yes

**INFORMATION**

**COMMITTEE REPORTS**

**COMMITTEE CHAIRS**

DISCUSSION

**Dr. Mingus asked for committee reports:**

**UNMG Senator to ABQ:** Dr. Tracy Lassiter had been appointed to the Library Committee of the Faculty Senate at Albuquerque, Dr. John Burke said. There had been a resolution discussed in the Senate about defending academic freedom. The Senate Ops Committee had also retreated with the President and Provost, and reiterated the salary ask. Dr. Burke reported that there was an ongoing question for faculty of what shared governance meant. Credit hours were up at the Albuquerque campus, along with their enrollment. The Branch Community College Council had discussed the ongoing Valencia workload issues.

Finally, Dr. Burke brought up an issue of adjunct faculty that the BCCC had discussed. Possibly, one adjunct faculty member could teach across multiple branch campuses, which would bring them closer to FTE. Some campuses were losing qualified part-time faculty because they didn't have enough work.

**Budget Review Committee:** There was no report given as the chair was on leave.

**Committee on Teaching Excellence:** No report was given.

**Constitution and By-Laws Committee:** Dr. Keri Stevenson, the chair, reminded Assembly members again of the upcoming election to change the constitution and by-laws, which would start after Thanksgiving. The committee would be meeting then as well. Each link for the election ballot would be unique, so Dr. Stevenson asked faculty to vote using the link they received rather than forwarding them to other users.

**CARC:** Professor Kelley Schukar, the chair, said she had begun to receive plans and assessments from the various programs.

**Curricula Committee:** Dr. Stone had nothing more to report.

**Library Committee:** Dr. Andrew McFeaters, the chair, said there would be an upcoming series of events held at the library. There would be a library passport that the students would use to sign in with and which would make faculty able to give students credit for attending. Professor Markos Chavez was sending out a survey for faculty to sign up to give lectures and showcase their expertise. The schedule of events for the spring semester would be in place before that semester began.

**Strategic Planning Committee:** The committee had met, the chair, Dr. Burke, said. It was a meeting that included some brutal facts and some breakout sessions. They had asked what the campus would look like ten years in the future and how they could get there. Dr. Burke thought there would eventually be a compiled document he could share with other faculty. The current strategic plan was 150 pages long, and would need to be shorter. This would help new leadership coming into the campus in the future.

**Distance Learning Committee:** Dr. Lanza said that there had been a meeting the day before, and they were in the brainstorming process for the online teaching evaluation. Dr. Tracy Lassiter was working on a draft, and they would give her feedback.

**Adjunct Faculty Affairs Committee:** Professor Kristi Wilson, the chair, said that the committee had held its final meeting for the semester and had met with Mr. Eric Castillo. He would be updating the adjunct faculty listserv as long as he was at the campus. It had not been easy, between turnover and new hires, to keep track of currently working adjuncts. Professor Wilson had had to reach out to division chairs to update the list in the past, with multiple people who came in new or left with each semester making the project harder.

Mr. Castillo had also discussed laptops for adjuncts with CFO Griego and Professor Wilson. They would look at other universities and their protocols around this to create their own policy. Mr. Frank Sanchez had met with the committee to do a tutorial on Google Teams so that members could become more familiar with it and use it as a collaborative tool.

**UA-UNM, Faculty Union:** Dr. Stevenson, the UA-UNM VP for Gallup, said that the union was currently fighting for a 4/4 workload policy at Valencia and for more year-long contracts to be offered to adjuncts, a feature that was specified in the CBA. So far, the administration had been resistant to both.

INFORMATION	ANNOUNCEMENTS	VARIOUS
None were given.		

ACTION ITEM	ADJOURNMENT
<b>I move to adjourn.</b>	
<b>Motion: Andrew</b>	
<b>Seconded: Yes</b>	
<b>Vote: Unanimous</b>	
<b>Motion Carried: Yes</b>	
<b>Meeting adjourned at 1:44 PM, by Faculty Assembly President Dr. Matt Mingus.</b>	
<b>Recorded by: Keri Stevenson, Faculty Assembly Secretary, on November 18<sup>th</sup>, 2022</b>	