

UNM-Gallup College Council Minutes

Wednesday, July 17, 2024 | 1 p.m.

Executive Conference Room - Gurley Hall 1216A

Attendance

Dr. Sabrina Ezzell, Chancellor
John Zimmerman, Dean of Instruction
Jayme McMahon, Director of Student Affairs
Robert Griego, Director of Business Operations
Eric Castillo, IT Manager
Richard Perez, Campus Police Sergeant
Ozzy Guerrero, Br. Facilities Maint. Supervisor
Richard Reyes, Sr. Public Relations Specialist

Agenda

1. Approval of Minutes: May 15, 2024
 - a. John Z. motioned to approve the minutes and Sabrina E. seconded. Minutes approved with correction on Abby Montoya's retirement date.
2. Chancellor's Office, Dr. Sabrina Ezzell
 - a. Campus Construction: Sabrina gave updates on campus projects, including waterline break, damage to Calvin Hall Center due to water suppression system failure, and CTE renovation.
 - b. Strategic Plan: Sabrina gave update on finalized Strategic Plan and the next steps for implementation.
3. Academic Affairs, John Zimmerman
 - a. Kick Off Week: John gave update on progress of schedule for Kick Off Week, information about campus closure for convocation on Tuesday, Aug. 13, and orientation for new faculty including the need for updated departmental info sheets.
 - b. New Public Art: John announced the installation of a new public art statute entitled "White Deer of Autumn" by Denny Haskew in the courtyard area between Gurley Hall and Calvin Hall Center. He gave kudos to Facilities Maintenance Department team members for doing a good job of installing the statue.
4. Student Affairs, Jayme McMahon
 - a. Student Resource Center announcement: Jayme announced that Shana Arviso will be heading a newly branded Student Resource Center, which will include accessibility and veterans resources. Jayme hopes to have

dedicated peer navigators. She said Shana will be critical in rollout of new food pantry.

- b. TRIO/Student Support Services: Jayme said the grant for TRIO/SSS is nearing the end of its 5-year cycle in August 2025. A new proposal was submitted and we should know by February 2025 if UNM-Gallup gets funded. Jayme said Kimimila Simms has taken the lead on the grant process and has done a great job.
 - c. Strategic Planning: Jayme gave update on the student support section of the strategic plan, including plans to survey students.
 - d. Safety Week: Jayme said Safety Week has been scheduled for the week of Sept. 16. Office of Compliance could not make it during Safety Week, but they will be here for training opportunities in August.
 - e. Prox Cards: Jayme said she's working with IT to get and code new prox cards to ensure students have access to the PE Complex. The gym will also have a new PC to keep track of people who use cards to enter gym.
5. Business Office, Robert Griego
- a. Budget Update: Robert said the UNM-Gallup budget was approved. A few items are being budgeted differently, including work studies, recruitment costs, and printing costs, which now have central indices rather than allotments in departmental indices.
 - b. Facilities Usage Requests: Due to Calvin Hall Center damage, outside requests for facility usage will be put on hold. Only internal requests will be prioritized for now.
6. Facilities and Maintenance, Robert Griego and Ozzy Guerrero
- a. Physical Plant employees: Robert noted that the admin is retiring and the supervisor of custodians retired, so he is reevaluating how to fill those positions. Current managers and other staff are being empowered to perform duties.
 - b. Road Closure Update: Ozzy said he hopes to reopen Gurley Avenue by Tuesday, July 24, or Wednesday, July 25. There are lingering questions about who is responsible for payment of repaving the road.
 - c. Construction Update: Ozzy said the hope is to remove drying fans from Calvin Hall Center by end of week. CTE construction is moving forward, including the removal of vehicles from parking lot.
 - d. Air Conditioning: Ozzy said ACs are indeed working, but it may not feel like it due to high humidity.

- e. Lions Hall demolition update: Ozzy said Facilities Management has the old lion statue and cornerstone to give back to Lions Club.
7. Faculty Assembly
- a. No report.
8. Staff Council, Tina Griego
- a. Walking Challenge: Tina gave update on Walking Challenge and staff group hikes happening on weekends.
 - b. Budget Questions: Staff have asked about transparency with budget and possibility of having report during Kick Off Week.
 - c. Employee Handbook: Development Committee has discussed idea of helping HR to create an employee handbook to improve onboarding process for new employees. Executive team supports the effort.
 - d. Food Pantry Taskforce: Tina sent email requesting volunteers.
 - e. Campus Kudos: Tina talked about pushing for more kudos. Sabrina said campus kudos may become a regular celebration on campus.
9. Diversity, Equity & Inclusion, Sabrina Ezzell
- a. Inclusive Excellence: Sabrina said she will be meeting with Dr. Assata Zerai, UNM Vice President for Equity and Inclusion, so Dr. Zerai can share progress of the 2040 Goal for Inclusive Excellence and how it has pivoted after Supreme Court decision.
10. Information Technology, Eric Castillo
- a. Funding Available: Eric mentioned \$1.1 million is available for IT upgrades in classrooms and spaces. Discussion centered on applying for money and using it to improve Calvin Hall Auditorium to make it usable for classes/lectures.
 - b. Ad Astra: Still no progress on getting input/guidance. Eric plans to reach out to Los Alamos branch since they're using Ad Astra.
 - c. Equipment Pickup: Eric said Ron Petranovich is planning to pick up free televisions and computers from main campus. These will be used for pilot program for digital kiosks around campus.
 - d. Budget for Equipment Refresh: Eric plans to do more budget planning to determine how much is needed for keeping IT equipment updated.
11. Safety, Sgt. Richard Perez
- a. Safety Week: Richard gave brief update on Safety Week, building coordinator training and fire drills.

12. Public Relations, Richard Reyes

- a. Brand Training: Richard gave update on plans to do brand training during Kick Off Week.
- b. TCP Button: A TCP button has been added to the top of the gallup.unm.edu website to make it easier for employees to find quickly.
- c. PR Request Form: Richard said a new form has been created to help PR keep track of requests.

13. Workforce Development

- a. No report.

Meeting adjourned.