

**UNM-Gallup College Council Minutes**  
**Wednesday, June 26, 2024 | 1 p.m.**  
**Executive Conference Room - Gurley Hall 1216A**

**Attendance**

Dr. Sabrina Ezzell, Chancellor  
John Zimmerman, Dean of Instruction  
Ron Petranovich, Physical Plant Manager  
Eric Castillo, IT Manager  
Richard Perez, Campus Police Sergeant  
Richard Reyes, Sr. Public Relations Specialist

**Agenda**

1. Approval of Minutes: May 15, 2024
  - a. Ron P. motioned to approve the minutes and John Z seconded. Minutes approved with no opposition.
  
2. Chancellor's Office, Dr. Sabrina Ezzell
  - a. Sabrina announced there was a pre-construction meeting for the Career Technical Education renovation in Gurley Hall. The first phase will be construction of a temporary welding space, followed by the renovation of the old auto body area, then renovation of the current welding space. Construction is set to begin July 8, 2024, and run through July 1, 2025. Construction workers will use the parking spaces on the far north section of the Nursing parking lot.
  - b. Sabrina attended a meeting in Miami with 18 New Mexico representatives to look at their behavioral health treatment model, which may be used here as well. A new behavioral health facility is planned to be constructed in our area, so UNM-Gallup will be able to use it as a clinical site for human services and nursing. Our graduates may be able to get hired to work there too.
  
3. Academic Affairs, John Zimmerman
  - a. John said hiring cycle for Academic Affairs is coming to an end and has been mostly successful. New hires include an admin, an FYEX history position and an assistant professor of psychology for Fine Arts, Humanities and Social Sciences Division; two new auto tech and one brand new criminal justice faculty in Business and Applied Tech Division; two faculty in Nursing and close to hiring a new admin for nursing in Education, Health and Human Services Division; and a biology lecturer and lab tech in Math, Physical and Natural Sciences. John anticipates a hopefully quieter year in terms of hiring next year, but it's difficult to predict when it comes to retirements and resignations.

- b. Ron P. asked about office assignments for faculty. John said we need a master list for all offices and rooms. He also recommended new paint for offices with holes in them, so new employees feel more welcome. Painting requisition is currently waiting approval.
    - c. John said Academic Affairs is also finishing annual reviews over the summer.
- 4. Student Affairs
  - a. No report.
- 5. Business Office, Robert Griego
  - a. No report.
- 6. Facilities and Maintenance, Ron Petranovich
  - a. Ron said the new statue part of the 1% Art Committee may be up in about a week or two. Cement for base was poured recently.
  - b. Lions Hall demolition should be totally done and invoiced by the end of June. The building has been torn down, but debris needs to be removed.
  - c. The welding renovation will require a lot of moving around, so more coordination and organization is needed there.
  - d. Abby Montoya is retiring at the end of July, so FMD will need a lot of support in the coming weeks since they won't have an admin.
  - e. Custodians are happy with change of earlier hours.
  - f. Ron will be picking up signs and IT equipment from Albuquerque this week to bring back to Gallup.
- 7. Faculty Assembly
  - a. No report.
- 8. Staff Council
  - a. No report.
- 9. Diversity, Equity & Inclusion
  - a. No report.
- 10. Information Technology, Eric Castillo
  - a. Eric expanded on IT equipment being brought from ABQ. It includes 10 large televisions to be used as digital signage around campus as well as monitors. One will be used in the gym so staff can verify visitors' identities when they use their prox card for the turnstyle.

- b. Ron asked about gym access. Eric said all faculty and staff who currently have a prox card should be able to access the gym now. In the fall, Student Affairs will print prox cards for students so they can use them to access the gym. IMLeagues is no longer being used. Eric asked for PR announcement about the prox cards along with info about gym hours.
  - c. Ron said current prox card access is handled on individual basis the same way that physical keys are handled. Eric said he will ask main campus how they manage access so we can make things smoother and more automated here.
  - d. Eric said there was a network issue at the north campus so they migrated to a new service provider. There will be no new spending on that building though. Sabrina said we are trying to sell the building.
  - e. Eric said discussions may be needed on a secondary fiber connection for the campus in case of future outages. Taos campus has a secondary connection due to several outages in the past. Eric said secondary connection is also important for Gallup campus because UNM may be changing the phone system soon to a cloud-based system.
  - f. Speaking of signage, John brought up the fact that outside organizations are taping their own signs on top of official UNM signs and equipment without approval. The signs do not look good and they create cleanup issues. John suggested we may need to let organizations know our signage policies when they request to use our facilities. Eric said we can ask them about their signage needs up front and prepare for them in advance.
  - g. Eric noted that we didn't update equipment in 2022 or 2024, so we are reaching a point where we are unable to replace computers if current machines start to fail. He asked for dedicated funds every year that IT can use to purchase new equipment. Sabrina said this can be done and should be coordinated with Robert G.
  - h. John talked about computer lab in SSTC. The plan is to continue monitoring usage since faculty may be using it for classes this year. Then a decision can eventually be made about what to do with the lab.
11. Safety, Sgt. Richard Perez
- a. Richard P. talked about parking enforcement. Police received equipment and training in 2020, but enforcement hasn't really been done since the pandemic lockdown. Police are ready to start enforcing.
  - b. Richard P. also talked about traffic around campus. In the past, the city and county law enforcement helped with enforcement to prevent speeding, so they might be brought in again to help. This will help prevent driver confrontations.

## 12. Public Relations, Richard Reyes

- a. Richard R. said new Daily Crime Log is now live on the website and will be updated regularly from now on. Past logs will eventually be updated dating back to 2019.
- b. Richard R. brought up question about TCP access on website, which stemmed from Staff Council comment about how difficult it can be to find the button for new employees. Richard R. said this may be more of an onboarding issue than a website issue. No decisions made yet.
- c. Richard R. talked about brand training planned for Kick Off Week in August. John said this will be empowering for units to be able to understand the brand and create their own flyers using professional looking templates. John said Kick Off Week schedule has been drafted, but other staff events may be added. Eric asked if IT help is needed for training opportunities. Richard R. recommended training on Teams and Outlook to give people more tools to do their jobs effectively and efficiently.
- d. Richard R. discussed need for a listserv policy and consistency of listserv usage.
- e. Richard R. mentioned PR's need for a form for requests or ticketing system. Eric said he would look into access for Help Desk tool that IT currently uses.

## 13. Workforce Development

- a. No report.

Meeting adjourned at 2:40 p.m.