

Faculty Assembly President Professor John Zimmerman reported on the following:

Professor Zimmerman introduced himself to new faculty who might not yet know him. He then reminded people about both the Dean of Instruction's and Chancellor Malm's evaluations, which were in our UNM e-mail and would give us a chance to provide detailed feedback on administration. Some faculty commented that they had not received the evaluations. Professor Zimmerman said that he would look into the matter via e-mail, although he urged affected faculty to check their spam folders first.

Professor Zimmerman moved on to announcements about ad hoc committees. First, the Adjunct Affairs ad hoc committee will become a permanent Standing Committee. This change will need to be put into the constitution and by-laws, and will represent stronger advocacy for adjuncts. Dr. Yi-Wen Huang also wants to make the Distance Learning Committee, of which she is chair, a Faculty Assembly Committee, which the Dean had agreed to as it was currently under his auspices. Professor Zimmerman began the process by announcing that the Distance Learning Committee had become an ad hoc Assembly committee. As we add the Adjunct Affairs committee to the Constitution and by-laws, the DLC will also be added.

Professor Zimmerman then outlined the next part of the process, which is a reading of the constitution twice in Assembly meetings at least 30 days apart. To become a Faculty Assembly committee requires a vote of two-thirds of the faculty. This vote will be done online, like the election of the Assembly's officers, and will require a positive vote of around 40 faculty. The Constitution and By-Laws Committee will read over the submitted by-laws for the Adjunct Affairs Committee, and Dr. Huang will submit the Distance Learning Committee's proposed by-laws to them for review as well. The Constitution and By-Laws Committee will present the proposed changes to the Assembly. Professor Zimmerman and other faculty noted that we will need to change other things in the constitution as well, such as the Chancellor's title and the number of divisions.

The readings will happen in the February and March Assembly meetings, after which the online vote will take place, and the Assembly will learn the results of the vote at the April meeting. The Faculty Assembly will participate in a give-and-take discussion on the by-laws before the vote. One faculty member added that committees will also need to review their by-laws to see if their division representation is balanced, given the new fourth division. Another Assembly member put forth the idea that the committee vote could be added to the ballot for the election of Assembly officers, and thus will have a greater chance of getting the required 40 votes, which was well-received.

Professor Zimmerman made a final announcement, stating that Milan Sklenar, a former professor of photography and history of film at UNM-Gallup, had passed away before Christmas. Besides teaching at UNM-G, he also ran the Crashing Thunder Gallery downtown. Professor Zimmerman asked the Assembly to keep his family in their thoughts.

No other faculty had questions or comments, so Professor Zimmerman turned the floor over to Dr. Daniel Primozic, Dean of Instruction.

INFORMATION

**DEAN OF INSTRUCTION'S
REPORT**

**DEAN DR. DANIEL
PRIMOZIC**

Dean Primozic welcomed the faculty back for the winter semester and announced a gospel music concert that will be happening in the Calvin Hall auditorium at 5 PM on Saturday the 25th. He also mentioned that we have a new faculty/administrator member, the curator of the Charlie Morrisey

African-American and African Art Museum. His name is Shiame Okunor. He used to work at main campus and will be teaching a class for UNM-Gallup in American Studies, during the second half term. He has also proposed starting a Center for Cultural Understanding, which he may use his experience working with the state legislature to fund.

Dean Primozic then announced that there will be sessions of a Leadership Academy in February. Dr. Malm will be talking about leadership, and the date will be announced when it is firmer. The Academy sessions will be required attendance for the current leadership team and other leadership positions on campus, including coordinators, directors, etc. Dean Primozic also extended the invitation to attend to other faculty. Most likely, the sessions will be in the auditorium. The Dean asked the faculty to reflect on two questions: Why do you want to be a leader? and: What are the kinds of qualifications that you have that one would want in a leader?

The Dean complimented the Faculty Assembly Secretary on the minutes from the last meeting, saying they had provided a clear source of information. He then segued into talking about adjunct pay, since that had been a concern raised at the last Assembly meeting. Dean Primozic stated that he thinks people should be paid according to their merit. He wants to work with the faculty on resolving this question, and collaborate on other matters as well. For example, he asked representatives of the faculty to attend scheduling meetings. He wants faculty to participate and help with such steps of the process as class cut meetings.

The Dean's update on the CAL revealed that one Education Specialist has been hired. The hiring process for the second one is still in progress.

Changing the subject to academic prioritization, the Dean stated that he hopes this discussion will begin in the Assembly. The prioritization should be done by the end of the spring semester if possible. He thinks that administration and faculty should work together on this, as it involves people's livelihoods and careers.

The Dean then mentioned that the NTU articulation agreement still needs to be refined and revised before it is put in place. He is working closely with the Curricula Committee on this.

The last point of the Dean's report concerned discussion of math placement scores have been talked about by math faculty. He then opened the floor for faculty questions. The first one was about class cuts, and how many sections had been canceled. The Dean replied that there had not been many; he believed the number was around 10.

The second question was about whether faculty input on scheduling would be at the beginning of the planning or the ending, and when the next round of scheduling would begin. The Dean said that he definitely welcomed faculty input throughout the process and that he expected work on the summer and fall courses to begin in a few weeks.

The final question was about the prioritization process, and exactly what it concerned. The Dean listed points that included the track record of programs—do we have good numbers, are they good for students, and how they will proceed in the future to ensure student success.

The Dean then ended his report, as there were no more questions, and Professor Zimmerman turned the floor over to Mr. Robert Griego, CFO of the University of New Mexico-Gallup.

DISCUSSION	
<p>Mr. Griego also welcomed back faculty, and began his report with details of the new plant building. The exterior walls are all up. They will be moving in around the beginning of April, and Mr. Griego believes that the transition is going to be smooth. There were cost savings, so there will be another bay door and interior walls added.</p> <p>In HR, the EAP program has lost its vendor, who retired. The campus is working to find another vendor, although right now they do have CARS in Albuquerque if faculty require it. They are talking with the contractor the city uses and will have a cost estimate soon. This particular vendor offers Zoom appointments and a 24/7 phone helpline.</p> <p>Mr. Griego also spoke about various open job positions and recent hires on the campus. They will be doing some hiring in HR. There are also Visiting Lecturers in Chemistry and Biology starting next week. In fall, they hope to have new instructors beginning in Psychology, English, Chemistry, and Biology. There are also admin and CAL positions open.</p> <p>Mr. Griego then announced the opening of the Employee Wellness Center; it is a small room next to the mail room. There are currently a treadmill and a stationary bike in the room, and faculty can sign up for the half-hour sessions to use them through Rose at the bookstore.</p> <p>The rest of the CFO's report concerned the budget process. We have a 30-day legislative session in the capital this year, rather than a 60-day one. It will start next Tuesday, January 21st. Dr. Malm will be on the road for several days during this session, and CFO Griego will join him for a time. Next Tuesday, there will be an advisory board meeting, with new elected members. The executive team will present a few stable budget items that don't change much from year to year, and they will be meeting with index managers. The advisory board will be voting on the local budget, but they will have estimates only, not final numbers from the legislature, at that point. Mr. Griego also acknowledged receipt of the faculty budget survey and his desire to respond to faculty concerns. The hard part is finding the money.</p> <p>Mr. Griego will be posting summary reports campus-wide after the advisory meeting. This is compared to the five-year budget plan with small increments rising only. Right now, the leadership team is still thinking about tuition rates and keeping them low. Our total revenue is about 54% of budget, and last year it was 52%, so we are currently doing better than last year. Expenses in 2020 currently total 46% of projections. Last year, they were 45%. There has therefore been a small increase, but we have remained mostly flat. Our total budget is \$18 million.</p> <p>No faculty had questions, so CFO Griego yielded the floor to Professor Zimmerman, who turned it over to Ms. Hutson Morris, the new Senior PR Specialist for UNM-Gallup.</p>	

INFORMATION

**SENIOR PR SPECIALIST'S
INTRODUCTION**

MS. HUTSON MORRIS

DISCUSSION	
<p>Ms. Hutson Morris introduced herself as the new Senior Pr. Specialist for UNM-Gallup. She let the faculty know that some things will change as she comes into office, but also acknowledged the faculty's closeness to Marilee Petranovich in the past.</p> <p>Ms. Morris went on to describe her 35 years of experience. She has worked in environments as diverse as oil rigs and hospital systems, and has been a teacher. She has also been a consultant. Her specialty is Strategic Communications, which includes media relations. She will work on UNM-Gallup's communication structures, and new ways of delivering messages to their intended audiences. In the</p>	

ACTION ITEM	MARCH MEETING DATE CHANGE	MS. CECILIA STAFFORD
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<p>Ms. Stafford opened the discussion by explaining that there is currently a conflict with Spring Break week; the calendar would have us holding the Assembly meeting on March 20th, which is the Friday of Spring Break. The Ops Committee recommended that the Assembly vote on a change of date. The current recommendation is that we change the date to the 27th of March, the following Friday.</p> <p>I move that the March meeting be moved to Friday, March 27th.</p> <p>Motion: Cecilia Stafford Seconded: Yes Discussion: None Voice Vote: Unanimous Motion Carried: Yes</p>

ACTION ITEM	SAC POLICY	PROFESSOR JOHN ZIMMERMAN
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<p>Professor Zimmerman connected this discussion back to the one held in the November meeting about the SAC policy, and passed out the Ops Committee’s recommended language. (See attachment). He explained that each Dean in the past has had his or her own way of awarding SAC’s. This language is spelled out in the handbook, but the Ops Committee wanted to emphasize it. We don’t want to limit the Dean’s job or tell him what to do, but want to call on the handbook to show a certain level of fairness and equity.</p> <p>The Ops Committee, Professor Zimmerman stated, has worked together on revising the policy, and the first three items simply cite handbook language. He summarized and read out the various policies, then moved on to talk about the various payments for the SAC’s. These might be different depending on the amount of work involved in the position, rather than all being the same. The chair of the Curricula Committee, for example, might be compensated differently than some other positions that require less work.</p> <p>Professor Zimmerman said that all information about SAC’s should be posted on the UNM-G faculty website, and updated continuously as it changed. This should be public information, not secret, as we are a public university, and the only issues we should not talk about in public are confidential HR ones.</p> <p>Professor Zimmerman also stated that there have been past problems with processes not being competitive. The Dean has said that he thinks the SAC’s will be removed next year based on budgetary reasons, but this has not yet happened. The Ops Committee wants to ensure fairness, not favoritism.</p> <p>The Assembly President then opened the floor for questions. The first was about the second statement on the SAC Policy handout and whether it came from the faculty handbook; Professor Zimmerman replied that it did. The question-asker then followed up by wanting to know the source of the standardized pay scale the Ops Committee was advocating. Another faculty member answered that it means that we should standardize, for example, all coordinators’ salaries on the same scale, rather than differently. He gave one example of a past scale in which some senior members of the faculty earned more than more junior ones because SAC’s were paid as 10% of a faculty member’s salary. This impacted faculty who had not yet earned tenure or been on campus as long negatively, given that they</p>
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would have lower salaries and thus lower SAC's. A standardized pay scale would avoid this problem. There should also be language to talk about efforts in proportion to compensation. Professor Floyd Kezele suggested that those faculty who hold SAC's give a final report to the Assembly each year about their efforts.

Another Assembly member asked whether the Dean could post all SAC's decided on for the semester on the website each first of September and first of February. The answer emphasized that as this is an early effort at revising the policy language, we do not yet know if that would be a good idea. Others stated that this way, we would know what is in place for each semester.

Discussion circled back to the final report idea and what kind of final report could be requested. Some in the past have not yet been truly detailed or well-written. Professor Zimmerman explained that the Ops Committee had not put forward the idea themselves because they wanted to trust the Dean to see that the work was done. However, it does seem to be fair to give a report to the Assembly and/or put it on the website to show what people holding SAC's have accomplished in the past year. Another person pointed out that the first point of the SAC Policy, stating the duties and responsibilities of the position, seemed to cover this, but others stressed the need for such to be documented.

Someone else asked who would create the pay scale. Professor Zimmerman reported that it fell under the purview of the Dean's office, but it has changed several different times over several different e-mails in the past academic year. A revised SAC Policy would ask the Dean's office for consistency. To the question about whether the policy would become subject to collective bargaining, Professor Zimmerman replied that it might, but this revised statement is asking that existing policy be followed.

The next question was whether the CI80 policy also talked about course releases. Professor Zimmerman said that it did not, as SAC's are separate from course releases. To the next idea that faculty could follow this policy if they wanted course releases instead, as most of the same language would apply, Professor Zimmerman said that this might be too much for the Assembly to ask for right now. The administration might prefer course releases, but it might not make the most sense financially.

One faculty member changed the subject to summer session pay, and their reluctance to teach for only \$750 a credit hour. They believed that if summer students are charged full tuition, summer instructors should be paid full salary. Others replied that the division chairs are aware of this situation, and they are in discussion with the Dean about summer pay rates. They believe summer classes will be cut due to lack of instructors if the pay rate is lowered too drastically. This will be addressed in the Assembly at some point, and collective bargaining will also have something to say about the subject. Others commented that the rate was at one point \$3000 for a three-credit course, but since this was worked out under another Dean and President, it might not endure. One Assembly member asked if this was the adjunct pay rate, but others said that full-time faculty stand to make more than part-time faculty for summer classes, as adjuncts are always paid the same rate. After some people mentioned the main campus pay rate for adjuncts and the lack of a COLA increase, Professor Zimmerman asked that the Assembly constrain the conversation to the SAC policy.

At this point, the Assembly began the motion and vote.

I move to approve the SAC policy language with the addition of Mr. Kezele's language about adding a final report to the Faculty Assembly.

Motion: Floyd Kezele

Seconded: Yes

Discussion: None further

Voice Vote: Unanimous
Motion Carried: Yes

INFORMATION

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

Professor Zimmerman asked for committee reports:

UNM-G Senator to Albuquerque: Dr. Tracy Lassiter gave the report. She had not attended the last meeting, but was passing on information from Dr. Shirley Heying, who did. There was poor attendance at Faculty Senate, which had no quorum until 3:30 PM. Memorials for main campus faculty members who had passed away were presented. The Provost talked about strengthening the relationship between main campus and the branches and specifically about UNM-Gallup getting four-year degree programs in education.

The Committee on Governance, the Faculty Senate, and the Academic Freedom and Tenure Committee had talked with President Stokes and other administrators about faculty unity. They will be codifying information through the faculty handbook. Dr. Finnie Coleman will report back to the Senate about what this means in the Senate meeting on the 28th of January.

Budget Review Committee: Dr. Bruce Gjeltrema gave the report. He praised the administration for trying to communicate carefully. He did say that faculty may want to express ourselves more directly and that communication should be faculty-centered.

Dr. Gjeltrema then talked about the survey put out last semester by the BRC, but said only about 19 or 20 faculty had responded, not 30 or 40 as originally reported. The committee is passing the results of the survey on to the administration. The next time, they want to do their collection of information earlier, and will attempt to get more robust presentation of faculty priorities. Between now and the official budget going through, the BRC will try to talk with the CFO and see what the executive team is presenting to the local board, and they will be reporting on their progress at Faculty Assembly meetings and perhaps at other times. They will try to communicate based on faculty priorities. Dr. Gjeltrema asked for input and the questions that matter to faculty.

Professor Zimmerman added a statement about the quickness of the budget timetable, as well.

Teaching Excellence Committee: Professor Roseanna McGinn is the new chair, said Dr. Lewis Gambill. They have not yet met, however.

Constitution and By-Laws Committee: Professor Lilia Cuciuc gave the report. The committee will make the new changes needed to the constitution and by-laws because of the new committees and divisions by collecting faculty input via e-mail and then holding a meeting.

CARC: Professor Tom Kaus gave the report. They had held assessment workshops the day before the Assembly meeting, involving main campus Assessment Office members attending via Zoom, but the second one got canceled due to problems with tech. The first one was about the gen ed core class reports, and Professor Kaus wants to work with the division chairs on this. Despite the cancellation of the second workshop, the Assessment Office in Albuquerque did send their PowerPoint presentation to Professor Kaus. He will send this to the division chairs, and will have a meeting with them to talk over the content of the presentation.

Faculty Committee on Student Affairs: Dr. Antoinette Abeyta announced that she will be stepping down as chair due to her increased research responsibilities. This committee will thus need a new chair.

Curricula Committee: Dr. Carolyn Kuchera said that the committee had not held its scheduled Friday morning meeting due to lack of items on the agenda. There will be a busy February meeting, however. They will be looking at program reviews in the Welding and Criminal Justice courses, and doing an Organization Management certificate review. Dr. Kuchera will attend the next main campus Curricula Committee meeting in Albuquerque.

Library Committee: The chair was not present, so Ms. Cecilia Stafford gave the report. They had met after the last Assembly meeting in November. Mr. Jim Fisk has created a form for purchase recommendations that is at the printer and will be distributed to get some input from students, staff, and faculty on what materials the library should buy.

Strategic Planning Committee: Professor Zimmerman read a report from Dr. John Burke, the chair of this committee, who could not be present. He thanked faculty for their input on the first survey, and hoped to have 100% input on the second survey the committee will do. He asked to have people communicate with their division reps: Dr. Kristian Simcox, Professor Cecile Perales, Professor Rachael Stewart, and Dr. Burke. It was also noted that it is likely that the Provost will take over the strategic planning process.

INFORMATION	ANNOUNCEMENTS	VARIOUS
<p>Professor Ann Jarvis talked about the active shooter session that had been held on campus and said UNM-Gallup is not prepared. She encouraged faculty to attend the community fitness and personal enrichment self-defense classes that will take place in the evenings this semester. Mr. Frank Sanchez will be conducting the self-defense ones.</p> <p>Dr. Lewis Gambill talked about the Bachelor’s program in Early Childhood Education. People from Albuquerque wanted to come to help launch it, but were held back by weather. They have over 50 rescheduled advising sessions with students on the 24th and 25th of January. These numbers were current as of last week.</p> <p>Dr. Stephen Buggie asked if the note at the bottom of the Faculty Assembly agenda could be changed to mention the voting status of emeritus faculty. He stated that this would matter if it was a roll call vote. Professor Zimmerman said the Ops Committee would talk about this, as there will probably be more emeritus faculty in the future.</p> <p>Dr. Antoinette Abeyta announced that three of her students had presented at the American Geophysical Union conference. This is the largest scientific conference of its kind in the world.</p> <p>Dr. Kamala Sharma wanted to introduce new faculty. The new Visiting Chemistry Lecturer is Dr. Hasani Jayasinghe.</p> <p>Professor Floyd Kezele wanted to remind faculty that since McKinley Academy students are not identified in our classes, we may want to make a special effort to announce information they might not know, such as that a C- is not a passing grade. They can be put on academic probation if they receive one. Professor Kezele also said that one of our graduates is approaching retirement from law enforcement, but is going on to the Gallup Police Department. The police chief is also a UNM-Gallup</p>		

graduate. One has graduated from the BA program at Trinity College in Washington, DC, and has several offers, one of which may lead them to the Capitol police force.

Dr. Tracy Lassiter announced that Dr. Finnie Coleman, Faculty Senate President, will be visiting the campus to do a presentation for Black History Month; there was no definite date as of yet. Students might want to attend his talk.

Professor L. D. Lovett said that the Diversity Task Force had met Friday morning, and was preparing to do a summit. They will have the schedule up next week; it is taking place on April 23rd and 24th. He will send out the minutes of the task force to other faculty.

ACTION ITEM

ADJOURNMENT

I move to adjourn.

Motion: Antoinette Abeyta

Seconded: Yes

Voice Vote: Unanimous

Motion Carried: Yes

Meeting adjourned at 1:48 PM, by Faculty Assembly President Professor John Zimmerman.

Recorded by: Keri Stevenson, Faculty Assembly Secretary on January 17th, 2020.

Attachment: SAC Policy Guidelines

In an effort to promote transparency and equity, the faculty at the University of New Mexico-Gallup hereby remind the campus executives of the following established policies regarding the assignment of Special Administrative Components (or SACs):

1. As stipulated in Policy C180 of the UNM Faculty Handbook, when a SAC is assigned, the duties and responsibilities associated with that extra compensation should be made clear to the faculty member assigned the SAC
2. As stipulated in Policy C180 of the UNM Faculty Handbook, payment for SACs should be made in accordance with a standardized payment scale that takes into account the scope of the work being done
3. As stipulated in Policy C180 of the UNM Faculty Handbook, the length of appointment and criteria for renewal should be clearly outlined when the initial SAC is assigned
4. To ensure transparency, all information about SACs, including term length, the method and criteria for candidate selection, assignment expectations, and each SAC's corresponding financial compensation, should be posted on the UNM-Gallup Faculty Assembly website and continuously updated as SACs change/are added/are eliminated
5. A brief report, detailing the tasks accomplished during the SAC period, should be posted on the UNM-Gallup Faculty Assembly webpage once the aforementioned period has come to an end.

The faculty also request that, generally, appointments to positions which carry SACs be undertaken through an open and competitive process. If a faculty member is awarded a SAC outside of this competitive process, then the Dean should provide an explanation for that non-competitive appointment, in writing, to the Faculty Assembly President.

We request that the UNM-Gallup Executive team begin adhering to this (in many cases, already established) policy guidance during the 2020-2021 academic year.