



CEO Weekly Brief – 8/24/2018

Dr. James Malm

WELCOME BACK WEEK ACTIVITIES

I want to wish all our students a hearty welcome as some return from summer activities while others are joining us for the first time. May your semester as a Lobo be one of great learning, growth, enjoyment and success. Many thanks to Jayme McMahon and the student affairs team for coordinating the fall 2018 [Welcome Back Activities](#) as we welcomed our nearly 2,000 students to campus by serving 17 dozen donuts, 60 feet of sub sandwiches, 432 cookies, 30 pizzas and 608 scoops of ice cream!

WELCOME BACK WEEK FALL 2018 UNIVERSITY OF NEW MEXICO – GALLUP CAMPUS

MONDAY 8/20	TUESDAY 8/21	WEDNESDAY 8/22	THURSDAY 8/23	FRIDAY 8/24
FIND YOUR WAY DAY	DO SOMETHING DIFFERENT DAY	NETWORKING DAY	LOBO INVOLVEMENT DAY	LOBO PRIDE DAY
9 AM Coffee & Donuts Coffee & Donuts will be served at the registration area in College Hall. Open to all current students.	9 AM Fruit & Granola Fruit and Granola bars will be served to their respective area in College Hall. Open to all current students.	9 AM Coffee & Donuts Coffee & Donuts will be served at the registration area in College Hall. Open to all current students.	11 AM Lobo Fest Involvement Fair At the fair you have all kinds of opportunities. Connect with departments, meet your peers, explore, explore, explore! Open to all current students. Pizza will be served! Open to all current students.	9 AM Coffee & Cookies Will be served at the registration area in College Hall. Open to all current students.
NOON Lemonade & Cookies Will be served at the registration area in College Hall. Open to all current students.	NOON Lunch Lunch will be served at the registration area in College Hall. Open to all current students.	NOON Ice Cream Social Break your summer metabolism with our delicious treat and will be served at the registration area in College Hall. Open to all UNM Gallup staff & students, see message to attend.	6 PM Movie Night Avengers: Infinity War Will be shown Thursday and Friday nights with Monday as Day 1000! Location in College Hall. Open to all.	



FALL ENROLLMENT

Our fall enrollment numbers are up 3% in student head count and down 2% in student credit hours as compared to the same time last year. Our divisions are working very diligently to build a robust 2nd 8-week schedule to help students get seated in high demand classes that are closed with wait lists. The chairs, faculty and our enrollment management team are using data to

scientifically work the wait lists to address the pressing needs and save students from losing traction within their programs of study.

POWER OUTAGE

Thanks to everyone for their patience and creativity as we endured yesterday's campus-wide power outage. The administration was immediately briefed as to the cause and extent of the outage by members of our physical plant team. As I continued to receive regular updates, it became clear that our sewer lift pumps, water pressure pumps and fire suppression systems were down as they are all powered by electricity which created sanitation and safety concerns. Our IT manager let me know the number of minutes we had left of battery power for both the servers and phones. The campus management team then assembled with the physical plant engineers and public relations to create an emergency evacuation plan and by 10:30 plans were put in place to close the campus. Just as this was about to be communicated, however, all power was restored at 10:45 and normal operations were restored. I am pleased that the activation of our emergency plan went so well and we were able to certify that all on campus were safe. Although our Emergency Procedures are posted at multiple sites on campus, I am linking to it below so everyone has access to processes and contact numbers.

EMERGENCY PROCEDURES

<p>Hazardous Materials Incident</p> <ul style="list-style-type: none"> Contact supervisor, faculty or staff. Call Campus Police at (505) 863-7430. If located in industrial materials building by pulling the fire alarm. 	<p>Severe Weather</p> <ul style="list-style-type: none"> Move to interior hallway in lowest level of building. Avoid windows, walls, doors or structures with wide glass areas. Take shelter beneath heavy desk or other furniture. Assume "Fetal" position to protect head and neck. Call (505) 863-7430 for information about weather delays and closures. 	<p>Gas Leak</p> <ul style="list-style-type: none"> If you smell gas, call 911, Campus Police at (505) 863-7430 and/or 911 Gas Company at (888) 666-2726. Notify supervisor, faculty, staff and physical plant at (505) 863-7430, and leave the building immediately. Follow instructions from emergency personnel and call Campus Police at (505) 863-7430 or Metro Dispatch at (505) 722-2000.
<p>Fire</p> <ul style="list-style-type: none"> Upon discovering fire or smoke, immediately pull the nearest fire alarm. Call 911 and describe location, nature and extent of the fire. Call Campus Police at (505) 863-7430 or Metro Dispatch at (505) 863-2000. Evacuate immediately, using but not locking doors and always always behind you. Take nothing with you. Remain at least 300 feet away from the structure and fire as fire is contained. Once responsible party information is known, use the fire, possibly endangered personnel, location of flammable or hazardous materials, etc. 	<p>Medical Emergency</p> <ul style="list-style-type: none"> Call 911 whenever you need medical attention. Do not move injured person. Secure nearest fire exit. Remain in emergency zone if you are required to do so, awaiting contact with doctor or other health staff. Stay with victim until help arrives. Victims and complete incident report from their campus leaders. 	<p>Crime in Progress</p> <ul style="list-style-type: none"> Call 911. Report criminal or suspicious activity to Campus Police at (505) 863-7430. Do not intervene or confront suspicious persons if there is not an immediate threat to public safety.
<p>Utility Outage</p> <ul style="list-style-type: none"> Contact supervisor, staff or faculty and Campus Security if needed. If outage could cause health or safety issues, call 911. 	<p>Active Shooter or Violent Offender</p> <ul style="list-style-type: none"> Under ALLIED Response. Alert—Call 911 or Campus Police at (505) 863-7430. Lockdown—If evacuation is not an option, barricade entry points. Warn—Communicate real time information on violator location. Contain—Use every object, barrier, structure's ability to limit violator's access. Evacuate—Do not flee danger unless told to do so using any path exit. 	<p>Bomb Threat</p> <ul style="list-style-type: none"> DO NOT TOUCH any suspicious package or device. Call 911 and Campus Police (505) 863-7430. Evacuate immediately. Notify Campus Police of 911 threat—do not report, do not reveal information.
<p>Emergency Numbers</p> <ul style="list-style-type: none"> • POLICE/FIRE/AMBULANCE/EMERGENCY: 911 • CAMPUS SECURITY: (505) 863-7430 (After hours will route to Metro Dispatch) • PHYSICIAN ASSISTANT: 276 Lafayette Avenue, Gallup, NM 87301 • NEW MEXICO POISON CENTER: 1-800-722-1222 • METRO POLICE DISPATCH: (505) 722-2000 • NEW MEXICO STATE POLICE: (505) 860-8800 		

CENTER FOR CAREER TECHNOLOGY EDUCATION AND INNOVATION

In 2015, as part of Senate Bill 1, UNM-Gallup was allocated \$350,000 to plan and design a career and technology education center. \$100,000 of this amount was spent in 2016 on a programming document for the new building, but funding for construction of the actual center was vetoed by the governor earlier this year (link to the programming document is below). We are currently investigating the possibility of looping a new educational partner into the project which would allow us to bring innovative ideas and perspectives into a refresh of the original plan and design. This project is still very much alive and will, in fact, be put in the mix for the 2019 General Obligation bond funding requests.

The logo features the text "UNM-Gallup Center for Career Technology Education and Innovation Programming Document" in a blue, sans-serif font. The text is arranged in four lines, with "UNM-Gallup" on the first line, "Center for Career" on the second, "Technology Education and Innovation" on the third, and "Programming Document" on the fourth. The background consists of several overlapping, semi-transparent blue shapes that create a layered effect behind the text.

UNM-Gallup Center for Career Technology Education and Innovation Programming Document

FACULTY KUDOS

Congratulations to Assistant Professor John Burke on his selection as an Academic Affairs General Education Faculty Fellow for 2018-2019 in Innovation as a primary area of high engagement and Community Engaged Learning and Research as a secondary area of high engagement. This position will afford Dr. Burke the opportunity to work with 25 different fellows across a broad range of academic disciplines as well as in smaller communities of practice in areas of high engagement. In her award letter, Dr. Pamela Cheek, Interim Associate Provost for Curriculum and Assessment notes that the goals of the fellowship are to, “1) bring the services and opportunities that currently sit outside of the curriculum directly into the class experience; 2) link up the phases of the learning experience for students so that general education is connected to the major and even to graduate and professional school.” Dr. Burke instructs within the division of Arts and Sciences where he concentrates in math and chemistry. He is well known throughout the local school district for his interactive science demonstrations at area elementary schools. Through the UNM-Gallup Faculty Assembly, Dr. Burke was voted to serve as one of two UNM-Gallup faculty senators to represent the branch campus at the UNM Faculty Senate.

STRATEGIC PLANNING COMMITTEE

We are beginning the process to refresh our UNM-Gallup strategic plan and I thank John Zimmerman for chairing the committee and Brittany Babycos for providing staffing support. As CEO, I will serve in an ex-officio capacity on the committee. The first meeting will be held today, Friday, August 24th, from 10:30 - 12:00 in the executive conference room. Future meetings will be at the same time and place on the following dates:

September 14 & 28

October 5 & 26

November 9 & 30

December 7

All proceedings are open and all are welcome to attend as the committee collects information, sorts and deliberates to develop a proposal that will drive the construction of the final document. The core committee list includes:

Carmela Lanza

Antoinette Abeyta

Floyd Kezele

Chris Chavez

Cecille Perales

Jayne McMahan

Michelle Lee

Joe-Elliott Nez

Abigail Montoya

Marilee Petranovich

50th ANNIVERSARY WEBPAGE

We will be releasing our commemorative 50th anniversary webpage soon. If anyone has any special memories, stories, memorabilia, pictures, etc. that have significance to the history of UNM-Gallup please share them with Marilee Petranovich.

LOCAL ADVISORY BOARD MEETING

The next meeting of the local advisory board is scheduled for Tuesday, August 28th at 1:00 p.m. in the executive conference room. The [meeting agenda](#) has been published online. The majority of my reporting to our board

of advisors will involve the presentation of financial and budget data to inform and keep them current on the fiscal health of the institution. Our board is responsible for approving the local budget every year before it goes to the UNM board of regents for final consideration.



UNM Gallup Local Advisory Board Meeting
Room 2201B - 705 Bufo Avenue
August 28, 2019 - 1:00 PM
Gallup, NM 87401

Agenda

- I. Call to Order, Confirmation of a Quorum, Adoption of the Agenda - Local Advisory Board Chair Robin Richards
- II. Approval of Minutes: June 19, 2019 Regular Meeting - Robin Richards
 1. Public Comment Related to Items on the Agenda (5 min, per speaker)
All speakers must sign in with the Recording Secretary
 2. Comments from Local Advisory Board Members
- III. Introductions
 1. Daniel Henning, Dean of Institution
 2. Mark Rowland, Chair Business & Applied Tech
- IV. Chief Executive Officers Report - James Miles
 1. UNM Gallup Campus Summary of Current and Past Funds Reports: 2018 Period 14 and 2019 Period 1
 2. UNM Gallup Campus Summary of Reserve Funds Reports: 2018 Period 14 and 2019 Period 1
 3. UNM Foundation Endowment Activity Report: Gallup Branch, FY 18 before meeting ending June 30, 2018
 4. NW Department of Finance & Administrative Services (FAS) Performance Measures under the Accountability in Government Act (UNM Gallup)
- V. New Business - Robin Richards
 1. Vision an Open Meeting Resolution P-7-2016-2019
- VI. Public Comments Not Related to Items on the Agenda (5 min, per speaker)
All speakers must sign in with the Recording Secretary
- VII. Adjourn

Dates to Remember

UNM Board Meeting	September 5
UNM Local Board Meeting in 2019 (at 1pm)	December 10

If you are an individual with a disability who is in need of a more accessible language version, or any other form of auxiliary aid or service to ensure accessibility to the meeting, please contact the Chief Executive Officer (505-826-7700) or your department. Please respectfully inform us far ahead of the meeting, so we can provide the most accessible format. Please contact the Chief Executive Officer if a meeting is able to be arranged for a meeting.

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