

UNM-Gallup Staff Council Regular Meeting Minutes

3 p.m. Tuesday, Feb. 25, 2025 | Location: SSTC-200 | Snacks: Frank Sanchez

Attendance

Amanda Crump
Richard Perez
Richard Reyes
Dawn Garcia
Renaldo Fowler
Ashley Valasquez

Frank Sanchez
Chei-Ann Manygoats
Tina Griego
Shana Arviso
Angelia Hood
Eliza Capponetto

Denise Silva
Joseph Rodriguez
Shynowah Lee
James Greene
Jobi Herrera
Lemanda Norton

Meeting to order
1st motion: Shana A.
2nd motion: Chei-Ann M.
Discussion: None
Opposition: None
Action: Motion Approved

Executive Committee Roll Call

President Shana Arviso	PRESENT
President-elect Frank Sanchez	PRESENT
Treasurer Tanisha Ashley	ABSENT
Secretary Chei-Ann Manygoats	PRESENT
Member At Large Teyah Denetclaw	ABSENT
Member At Large Amanda Crump	PRESENT
Past President Tina Griego	PRESENT

Approval of Agenda

1st motion: Richard R.
2nd motion: Amanda C.
Discussion: None
Opposition: None
Action: Motion Approved

Approval of Jan. 28, 2025 Meeting Minutes

1st motion: Frank S.
2nd motion: Dawn G.
Discussion: None
Opposition: None
Action: Motion Approved

Discussion/Action Items:

1. Current Outstanding Items from 2024 provided by Tina Griego
 - a. Quote: "Transparency from leadership and across campus", Frank Sanchez wants to grasp a better understanding of the word used: *transparency*. Is it, leadership be better at sharing information? Does it mean having a certain level of communication? Example by Frank: Flow Chart of the Hiring Process requested from Robert in October 2023. No current response. He would like to use the requested flow chart for new hires to know the process and what each department considers for accepting or denying a new hire. Also, how is the information relayed to the director of the department? John Z. worked in the same situation and got his new faculty members onboard easily. The flow chart can help in the process of hiring staff/faculty greatly. John Zimmerman may be the one to work with to get the information needed. Example end. Another question to add to clarifying

the word transparency: what are the internal working processes of tasked duties? Frank's example of IT work ethic: "Start every request with yes." Try to figure out what to do for each individual, if "no" is the answer, know there was substance of trying. End of Frank Sanchez input.

- b. Regarding staff council, an administrator was supposed to be a secretary, when will that position be filled? Question asked what the admin secretary position entails. Response: Admin would get duties added on top of regular duties with no pay raise but may have conversation on pay raise for admin. The admin has long-standing knowledge of staff council, they are aware of everyone's duties as well as what their position entails that also includes the by-laws. They would also track work and purchases made, also make sure that planned events by the staff council go as scheduled, the admin is the true brain of staff council, they are the point person. This is the way the admin from main campus functions. The secretary helps the staff council with their job roles to help stay on track.
 - c. Collaborate with HR on onboarding and training. Asking staff council to be willing to volunteer to give tours for faculty and staff. Officers will be contacted, if available, to give campus tours. "Be willing to help out officers, please." This is to boost staff engagement across campus.
 - d. Food pantry task force by Jayme M. What is the progress update? Are there setbacks? How can staff council assist?
 - e. Establish Lobo Perks community. Tina Griego: "I don't want to give up!" Looking for interested individuals to go out to businesses to get discounts for students, staff, faculty. Maybe you might know some business owners? Tina would like to have perks set up like Albuquerque does.
 - f. Amendments on By Laws in Constitution need tracked changes on the document then it can be approved by Sabrina with a signature. Chei-Ann will work on the changes.
2. Encouraging campus kudos for staff, faculty, who are extraordinary and give more than they might. Shout out people who help and help our campus run.
 3. Friday May 23, 2025, the Staff Retreat will commence. It is the Friday before Memorial Day so little attendance is understood. There will be EOD presentations and slideshows. Will meet with EOD again to give ideas and help it come together. Save the date so people can decide when to go so we can close campus. The event will be held away from the office.
 4. Regarding any issues a person may be encountering, they can speak privately with a staff council member. If it has to do with leadership, it can be taken care of with a leadership meeting rather than the staff council meeting.
 5. Open to suggestions for Staff Retreat! Team building activities are preferred.
 6. Shana Arviso asked: Our action items, how are we going to achieve them? Response: conversations within staff council meetings or meetings with Executive Staff teams. Some items will need to be investigated further, it would be helpful to have someone identify items that need to be done, so it can be a complete action item so the staff council can focus and move on to upcoming action items. Admin would be beneficial, when secretary is gone for school, so the staff council can better focus on how we can get things done.

Committee Reports

1. Wellness Committee. Frank Sanchez: last meeting discussing ideas for how the committee can do more fun wellness activities for the staff in the future, no ideas yet but still thinking. The walking challenge was fun and had lots of involvement. The walking Challenge will start in March; at the end there will be a prize, undetermined yet. No response from main campus about when Wellness Day will be happening though it will happen sometime in August. Committee looking for more members. Walkapalooza: \$75 entry fee but there is a huge prize at the end that makes it worth it. Classes for current students by Richard Q.: P.E. circuit training 11-11:45am Monday/Wednesday, Basketball training 10-1:00pm Friday; could the committee do something like that for staff and faculty? One term, Frank was able to let staff and faculty jump in on class workouts with no need to sign up for the class. Many don't want to do something too sweaty during the day because of work. Would after 5pm be okay? Even though that is when the evening

workout classes begin. Any suggestions or thoughts? Frank will speak with Sean to see how they are doing their classes and how the committee could get something going with P.E. Fitness center doesn't open until 8am. Wellness Center is still open by mailboxes in Gurley Hall with two workout machines.

2. Event Committee. Richard Reyes: no meetings yet. Will try to get one set up soon, committee is welcoming members please reach out to Richard Reyes if interested. Missed February Be Kind event. Looking forward to events that get staff involved. Holiday in NM outside event "Lobo Lights" committee will be meeting with the multimedia club who will help put out a PR video. Thinking of flying a drone to capture footage of Lobo Lights with people walking through to have for years to come to use for future promotions. Asked multimedia club to come up with ideas to put the project together. This event has the participating students excited! Utilizing student clubs as a resource is great, especially with the clubs who are doing public speaking.
3. Development Committee. Shana Arviso: no meetings yet but proposing a meeting date for March 5, 2025, the first Wednesday of March at 1pm, location TBD. The committee works towards staff development, training, and opportunities, and if that is interesting to you the committee is welcoming new members. The meetings are normally held in the conference room at the library, if available.
4. Safety Committee. Tina Griego: current progress of purchasing radios for PD from Electronic Center Firm back in January 2024. Richard P. got approval for the radios, and they are now being ordered. Requesting satellite phones stemmed for when a city internet line gets cut there is land line communication access for emergencies. Sergeant to schedule for fire drills geared towards department rather than everyone in the building at once to clean up fine details such as checking bathrooms, roll call, where to exit, and more. Fire drills will be set at different times, so it is more focused. Question: Students in common area, who gets them out? Finer details need to be made. Traffic parking in Health Careers has a tight turn and people almost collide with their vehicles, talks of making parking easier and safer. Ozzy will ask main campus to see if we can do the project on our own or hire a contractor to do it. The recent gate installed at the childcare center deterred people from vandalizing at night. NM State Governor spoke on public safety, let's see if anything happens. In February Jacob Lacroix shared information that Narcan training is still available and to get ahold of him directly, if interested. You are not required to take the Narcan on campus, you can take it home or where you believe it is needed. He is also willing to teach CPR, if leadership approves it, though it cannot be added to his teaching schedule. No certification card will be given, it is simply to be aware of how to do CPR. If you would like a certification card a fee will be charged to receive. One whole department could get trained and receive certificate cards if the fees are paid. Training going on throughout NM Thursday and Friday for Crisis Management with Schools, the executive team will be attending the training. Cracks on sidewalks up by Gurley drive clearly visible, the poles set in cement on sidewalks are crumbling, facilities will address. Bookstore handicap door needs to be switched or moved so the stairwell door and handicap door avoid being broken, people running into each other or worse someone gets pushed down the stairs because of the layout. Yellow flashing light to be installed at one way driveway coming into Gurley Hall parking lot so people are aware of sign changes.

Executive Committee Reports

1. President. Regarding the Staff retreat, president would like everyone's input on the courses offered from EOD. (List of courses offered put through "Staff Council Meeting" chat from Shana Arviso, 2/25/25) What would you like to do and see in May? Mentioned: can post in the chat for feedback. President would like to meet with staff council officers this March along with executive leadership this March 7th at 11am. President would also like to invite everyone to check out the event calendar to celebrate black history month, there will be a speaker at our branch soon.
2. President-elect says it's a good idea to put up a Robert's Rules training and would like to have the training at a different time, not at the staff council meeting; can reserve a room with staff/faculty involvement? Would like to play a video in Library regarding Robert's Rules. President elect agrees to opening meetings up to everyone for March. President elect would like to schedule an alert sent out via Outlook one week before next staff council meeting.

3. Treasurer. Absent.
4. Secretary. Working on a presentation for tensions going on between departments and between individuals.
5. Members at Large. No report.
6. Past president. BBBS Bowl for Kids Sake happening April 26, 2025, a Chancellor approved event. Normally it is not allowed to solicit or reform teams. Though, you can email for donations and encourage everyone to join and create a team roster. Theme: Children Story Book, you can be your favorite character from any children's book. If participating, please bring a book to hand out to the kids at the event. Will send out flyer, if interested. There was supposed to be a February Presentation given during staff council, but it has been rescheduled for the March meeting instead. Past president interested in meeting with main campus' staff council to gauge what they talk about and how they commence themselves. Past president interested in scheduling a meeting with each officer from Gallup branch and main campus, one on one, for guidance. Past president mentioned committee members are only allowed to be on so many terms so some positions will be opening soon. Toastmasters: one person interested so far, thinking of readvertising it. Past president would like to come up with a plan how it can be implemented, needing decent number of people for their members and willing to participate for a while, term duration unknown.

Comments/Announcements

1. Richard Reyes mentioned two flyers that could interest staff/faculty, mini-grant committee starting, this is an opportunity for staff/faculty to apply for a grant ranging from \$100-1,000 once per year to benefit campus and community. It could even be something needed by the department that can benefit it. You can find a link on the UNM-Gallup website, under "Faculty & Staff" tab, on the drop-down menu select "Mini-Grant Committee" for more information. External Funding 101 by the Faculty Research Development office has a series of workshops throughout the semester on how to apply for external funding; it could be for used student service programs too. Reach out to Richard Reyes, if interested, or keep an eye on PR emails as they release.
2. Angie Hood suggested a survey with options for the staff retreat to send out to everyone as a poll on campus. Shana Arviso responded that she would work on it.
3. Shana Arviso asked about the Chancellor meet in greet but that only happens when 3 new people are hired, then a meet and greet will be scheduled.
4. Mentioned Andrea Orza will be doing a workshop training in SSTC-182, date TBD.
5. Tanisha Ashley bringing refreshments during the March staff council meeting.

Next meeting:

- 3 p.m. March 25, 2025. Location: Executive Conference Room GH 1216

Adjourn

1st motion: Richard R.

2nd motion: Frank S.

Discussion: None

Opposition: None

Action: Motion Approved

Meeting adjourned at 4:20 p.m.