

UNM-Gallup Staff Council Meeting Notes

Monday, August 31, 2026 | 3:15 – 4:12 p.m. | Chancellor's Conference Room 1216A

Executive Committee Roll Call

President Frank Sanchez: ABSENT
President-Elect Tina Griego: PRESENT
Treasurer Emily Cabrera: PRESENT via teams
Secretary Lana Littleman: PRESENT
Member At Large: Vacancy
Member At Large: Joseph Rodriguez PRESENT
Past President: Shana Arviso PRESENT via teams

Present: None

Approval of agenda for 8/31/26: Lana Littleman motioned to accept the agenda as presented. Shana Arviso seconded the motion. Motion passed by unanimous vote.

Approval of July 28, 2026 meeting minutes: Emily Cabrera motioned to accept the meeting minutes as presented. Joseph Rodriguez seconded the motion. Motion passed by unanimous vote.

Discussion Action items:

1. **Member-at-Large Vacancy:** The Council discussed finding nominations to fill the vacant Member-at-large position following Amanda Crump's departure.
 - Members are encouraged to continue speaking with individuals they interact with regularly who may be interested in serving.
 - Interested candidates should be submitted by the SC officers to the officers' Teams group chat for consideration and placement on the next meeting agenda.
 - Emily motioned to send an announcement through the Staff Council listserv in the meantime.
2. **E card for Amanda Crump:** Tina will look into e-card options that allow multiple people to sign. Thank you!
3. **Annual SC Employee Fundraiser Dinner:** The Council continued planning for the for the dinner.
 - **Payment System:** A Marketplace submission has been submitted to enable credit/debit card payments. The payment option is expected to be live in approximately 2–3 weeks.
 - **Catering:** Tina will obtain quotes from: Fratelli's, Scooters & Jerry's Café. The Council will review the quotes and vote on the catering vendor at the next meeting.
 - **Dessert:** Amaya (Frank's daughter) is available to provide desserts. Options discussed included: Mini cheesecakes, Brownies, Cakes, and/or

Cookies. Attendees may be able to select flavors after purchasing tickets. The final dessert selection will be determined by a vote at the next meeting.

- **UNM G Club Participation:** Shawn will work with three clubs that participated last year to have them chartered in time to participate in October. Tina will reach out to Ernesto regarding possible participation from the Auto Club.
- **Faculty Assembly Joint Venture:** Additional information will be shared in the Officers' Teams chat as it becomes available.
- **Auction:** Frank proposed holding either a **silent auction** or **live auction**. The Council discussed the pros and cons of each option.

Silent Auction:

Lower risk

Allows bidding throughout the dinner

Live Auction:

May generate higher bids

Requires quieting the room during the auction

Requires an auctioneer (Patrick Moore)

May lengthen the event

-The Council will gather additional information and solicit donations before voting on the auction format at the next meeting.

- **Venue: Gurley Commons vs. SSTC-200:** The Council discussed the pros and cons of holding the event in Gurley Commons versus SSTC 200. Concerns discussed included: Acoustics, Venue noise, Air conditioning, Overall comfort, availability and quality of the PA system. SSTC-200 was discussed as a possible backup due to its potentially better PA system.
-Tina will ask Robert about the status of SSTC-200 and whether repairs are on track to be completed by event date.
- **Salsa Contest:** The salsa contest was confirmed as part of the fundraiser dinner. Microsoft Forms will be used for voting. QR codes will be provided for anonymous voting. The system will automatically tally votes in real time when participants scan the QR code.
-Shana volunteered to lead the salsa contest portion of the dinner. Thank you!
- **2026 Lobo Lights:** Proceeds remaining after the fundraiser dinner is completed will support the 2026 Lobo Lights, which will include lights and supplies.
-The activity is expected to take place in conjunction with Holiday in New Mexico on Thursday, December 3.
-Specific recipients and purchases will be determined closer to December, based on fundraiser proceeds.
-Frank mentioned that IT will be leading Lobo Lights again this year.
-Staff Council volunteers will be needed to assist with setup.
-Lobo Lights will be expanded to additional areas, and sign-ups will be available soon.

-Tina will ask Frank to clarify the volunteer needs.

Committee Reports:

1. **Wellness committee:** No Report
2. **Event Committee:** last activity was assisting with the Staff Council Nacho Luncheon, which was successful, as well as the Welcome Back event for Student Activities.
 - Next meeting: Thursday, September 10 at 11:00 a.m. via Teams.
 - The committee will discuss opportunities to assist with upcoming fall events and Lobo Lights.
3. **Development committee:** No Report
4. **Safety Committee:** John has restructured the Safety Committee and expanded membership to include the entire Executive Team and multiple external partners, including: UNM Emergency Management, County Sheriff's Office, Gallup Police Department, Fire Chief, Local Emergency Management.
 - The committee has removed term limits to retain experienced members and plans to develop an annual safety calendar covering events, trainings, and drills.
 - Additional areas of focus include harmonizing emergency language across campus, including consistent terminology for lockdowns, sheltering in place, and other emergency situations.
 - Improving reunification and evacuation procedures.
 - Working with external partners to identify and solicit opportunities for training and emergency drills.
 - First full committee meeting with external partners: Tuesday, September 1 at 10:00 a.m.
 - Future meetings: First Tuesday of each month at 10:00 a.m.

Executive Committee Reports

- **President Frank Sanchez:** No Report.
- **President-Elect Tina Griego:** The fundraiser dinner was discussed under the Discussion & Action Items section.
- **Treasurer Emily Cabrera:**
 - Opening budget this fiscal year **\$9,262**.
 - Recent expense for staff kickoff nacho lunch **\$379.36**; fed **~100 people**.
 - Current balance approximately **\$8,882.64**.
 - Final sale numbers from upcoming ticket sales for the Fundraiser Dinner will be reconciled with Mary to adjust budget allocations.
- **Secretary Lana Littleman:** No Report.
- **Members at Large:** Joseph Rodriguez - No report.
- **Past President Shana Arviso:** Shana thanked everyone who assisted with the Staff Council luncheon. Shana also introduced the continuation of Staff Council newsletters and will reach out to committee chairs to gather updates and determine what information should be included.

Comments & Announcements:

- **Halloween Festival:** The Council discussed whether the Halloween Festival will be held again this year.
 - Tina will reach out to Shawn to confirm whether the Halloween Festival is still being planned.
- **Veterans Day:** Shana shared that she is putting together an activity or recognition for **Veterans Day on November 11**.
 - Shana sent a survey to current students who are receiving education benefits to gather input.
 - The Council discussed the possibility of incorporating a Staff Council activity or component into Veterans Day recognition.
 - Shana will continue to develop the Veterans' Day idea and share additional info with the council.

Motion to Adjourn: Shana Arviso motioned to adjourn the meeting. Lana Littleman seconded the motion. Meeting adjourned at 4:12 pm.

Next meeting: Tuesday, September 29, 2026 @ 3 pm
Location: TBD- Facilities Maintenance Room (confirmation pending)

Decision Points Deferred to Next Meeting:

The following items were deferred for discussion and/or voting at the next meeting:

1. Catering vendor selection
2. Auction format — silent vs. live
3. Dessert selection
4. Final UNM G Club participation
5. Budget vote for student wages/tips allocation