

University of New Mexico-Gallup Campus
Staff and Faculty Mini-Grant Application Form
For 2015 - 2016 Fiscal Year

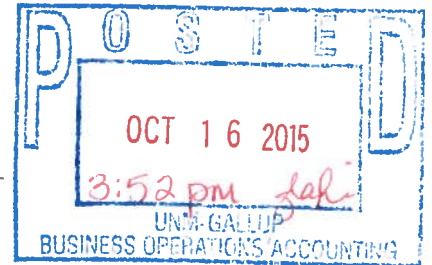
(please type or print)

Division Business Management Technology

Project Title: UNM Albuquerque - Anderson School of Management and Organization
Information and Learning Sciences Field Trip.

New Project: Yes No

Have you received funding this fiscal year? Yes No



1. Description of the project:

A group of students in the Business Management Technology Department will travel to UNM Albuquerque Campus to visit two departments on November 24, 2015, Tuesday: 1) Anderson School of Management and 2) Organization, Information and Learning Sciences (OILS).

The plan is to use the UNM Gallup Campus van. A total of 12-14 students from the MGMT 190 - Internship and MGMT 101 are encourage to participate in this one day event. The student would sign a liability release form. Meet at UNM Gallup Campus on 11/24/2015 at 7:00 A.M. Arrive at the UNM Albuquerque Campus. After the days' event, students will have dinner and return to UNM Gallup Campus.

2. Rationale for how the project will benefit the faculty, staff, students, UNM-G, or the communities at large:

The purpose of the trip is for our students to become acclimated to UNM Albuquerque Campus life and broaden access to all that UNM has to offer. Our students will tour the two departments (Anderson School of Management and OILS).

3. Expected outcomes or products of this project:

Student have an opportunity to be on UNM Albuquerque Campus. Meet professors who can form a mentoring relationship with our students to support their college experience.

4. Describe the timeline for the project, resources needed, and the person responsible for each action step.

When November 24, 2015 (Tuesday)

Action Step 1) Contacted and making connections with Jaye Francis, jfrancis@unm.edu, Coordinator, Native American Student Success at Anderson. (see attached email messages).
 2) Contact OILS Christopher Larranaga, Undergraduate Program Coordinator chrisla@unm.edu

Resources Needed : UNM Gallup Campus Van

Responsible Person: Frank Loera, Program Director for Business Management Technology Department and Elvira Martin, Faculty, Business Management Technology Department

5. Estimated budget with justifications:

UNM Gallup Campus Van	Gas around trip	\$150.00
Meals for students/Admin	16 x20	\$320.00
Bookstore Module Kit	16 x 5	\$ 80.00
TOTAL		\$550.00

6. What other funding sources have you explored? Give details.
 (Note: funds for this mini-grant must be expended by June 30, 2016)

None

7. If application is approved, the applicant must electronically submit the written final report as a pdf file to the Committee Chair, Dr. Yi-Wen Huang, at yhuang75@unm.edu, within two weeks upon the completion of the project.

Prepared by (please type or print): Elvira Martin Date: 10/16/2015_____

Approval or Denial (please circle one):




October 16, 2015

Division Chair or Supervisor

Date

Approval or Denial (please circle one)



October 28, 2015

Chair, Mini-Grant Committee

Date

Approval or Denial (please circle one)



10-10-15

Director of Business Operation

Date

Reason(s) for denial. (Applicant may resubmit proposal for 2016-17):

Please submit your mini-grant application to Ms. Geralene Lahi, Accountant I, Business Office (SSTC 286, extension 7577), after you obtain your division head's or supervisor's signature.

Due to Mini-Grant Committee by 10/16/2015
Decisions will be announced by no later than 11/06/2015

UNM, Anderson School of
Management
MSC05 3090
1 University of New Mexico
1924 Las Lomas NE
Albuquerque, NM 87101-0001
Phone: (505) 277-8889
Fax: (505) 277-7108

Tracy Wilkey
<twilkey@unm.edu>
Tue 9/15/2015 9:49 PM
Inbox
To:
Elvira Jean-Halona Martin;
Jaye Francis;

Shawn Berman;
Frank Loera;
...
Cc:
Craig White;
Florencio Olguin;
...

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Hi Elvira,

It's great that you are planning a trip to main campus in November. Our advisement team always enjoys working with branch campus students and we would like to facilitate a brief presentation about Anderson programs if it will work with your itinerary. I have copied my colleague, Florencio Olguin on this email who leads the admitted BBA and graduate student advisement teams who will be able to assist with putting this together. Keep us posted as the date and number of students is solidified and we can go from there.

We will be looking forward to your visit. Please let us know if we can be helpful as you are in the planning stages as well.

Thank you,
Tracy

Mark as unread

Jaye Francis <jfrancis@unm.edu>
Tue 9/15/2015 11:00 AM
Inbox
Elvira,

That is so awesome!! I love your enthusiasm and passion for the UNM-Gallup students, and I want so badly to support you. I don't know if you are aware of Evalena Boone who teaches for UNM-Gallup. She is an alum from the Anderson School of Management where she received her BBA and MBA. She has always wanted to see a connection between UNM-Gallup and UNM, Anderson. I would also like to go out to the UNM-Gallup with some of my AIBA students to meet and talk with those who might be interested in transferring.

Please let me know how I can be of service to you, and I look forward to your trip to see us! If you need help with an agenda for the day, in terms of what classes you'd like the students to observe and times, as well as a campus tour, we would love to help. I can also see if we can get Anderson to sponsor a lunch or pizza social for faculty and students. This is so exciting!!

Jaye

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Ms. Jaye Francis
Coordinator, Native American Student Success at Anderson (NASSA)
UNM, Anderson School of Management
MSC05 3090
1 University of New Mexico
1924 Las Lomas NE
Albuquerque, NM 87101-0001