

## **New Mexico Institute of Mining and Technology Staff Council**

### **Meeting Minutes**

**Tuesday November 11, 2025, 10:00 am, Speare 113**

**1. Call to Order** - Meeting called to order at 10:05 a.m. by Co-Chair Val Thomas

a) **Proof of Meeting Notice**, Co-Chair V. Thomas emailed meeting notice Friday, November 7, 2025

b) **Board & Representative Roll Call** - Secretary Vanessa Quinones completed representative roll call. 23 representatives present in person or via Zoom, 3 excused absences, 5 unexcused absences

c) **General Member Attendance** - Secretary V. Quinones completed general member roll call - 13 members attended

**2. Approval of Agenda**- Nick Dallas Chavez moved to accept agenda, Allison Price seconded. Motion carried unanimously.

**3. Staff Council Committee Reports** - Chair reports

a) **NMT Staff Welcome Committee** - Dallas Chavez stated he had been traveling for admissions so the committee hasn't met recently. He had previously met with Joann Salome, HR about getting lists of new employees and working out times for New Employee Orientations. A monthly social for new employees is under consideration but needs a budget.

b) **NMT Staff Accomplishment Committee** - No committee members present to report on activity.

c) **NMT Employee/s Quarterly Spotlight Committee** - V, Thomas reported that nominations are open until December 15 and an email was sent out today on how to nominate someone. Unfortunately, the email address provided is not working. Val has been in contact with ITC and they are working on it. Meanwhile, nominations can be sent to Val directly.

d) **NMT Campus Sustainability Committee** - Jean-Lucien Fonquergne emailed an

update stating the committee had not met but they are hosting a seminar that will include committee members and E&ES faculty members. It is recognized that Faculty can help with Staff Council committees and activities.

#### **4. Staff Council Ad Hoc Committee Reports - Chair Updates**

- a) **Staff Survey** - Merrniush Karemi reports that it is almost ready to go out. It has received IRB approval. They now need access to Qualtrix to run a test round first. She expects it to go out the week after Thanksgiving break. Volunteers are needed to help FM workers fill out the survey. Due to their earlier work days, we would like people up at the FM building by 7 a.m. as they clock in to work.
- b) **NMT Bylaws & Staff Council Handbook Committee** - Mel Flores reports that the committee still needs members. He feels an ethical conflict with only two members. Needs a minimum of 3 members. Dallas Chavez and Ben Thomas both volunteer, making four members. Mel says they have identified 27 points to review.

#### **5. Old Business - Co-Chairs**

- a) **Concerns Response** - V. Thomas reports on feedback from Acting President Mike Jackson
  - i) **Retiree's Tuition Waiver**. - Pres. Jackson was not aware the benefit was given and then taken away without notice. He is working with VP Finance Walsh to reinstate the retiree waiver. He will let people know when it is done.
  - ii) **Employee Enrichment Fund to cover Gym Fees** - \$500 bonus "from" former Pres. Amouzegar was one time payment of accumulated funds. Funds do not have to be cash bonuses. They can be used to cover the Wellness Center fees for the employee (but not family members). It is not on the table to do both. Employees as a whole must choose one plan (cash) or the other (Wellness Center) with the choice being in place for at least 3 years before it could be changed.
  - iii) **FT Employee Tuition Waivers at Outside Institutions** - Pres. Jackson and VP Walsh have worked out what will be covered. FT employees will be permitted to take 3 ch [per sem] at other NM universities for degrees not offered at NMT. Any other financial assistance must be used first. Tuition will be reimbursed up to the

NMT CH rate. Any balance over that is the employee's responsibility.

Additionally, it was clarified that the FT employee tuition waiver is 6 CH total which can be all at NMT or 3 CH at an outside institution and another 3 CH at NMT. Cynthia Huffman also let participants taking classes for a management degree that cannot take time off during workday know that the business department has evening and online classes.

- iv) NMT's Insurance Contribution to Increase - NMT is currently required by the state of NM to pay only the state minimum toward employee insurance premiums. Pres. Jackson reported that there are active talks at the state level to remove that restriction.
- v) Fund-Specific Employees Council Participation & Fund Charges - Some employees, such as those at Playas, have to attend staff council meetings off the clock as they do not have a fund they can charge that time to. EMRTC has a Home fund they can charge. Val Thomas will be talking to Colleen Foster about possibly using a Foundation fund.

## 6. New Business

- a) **Parliamentarian** - Kiane Pound has been promoted to the Director of the Child Care Center. We do not have a policy or procedure to cover the promotion of a staff member on the Board to a position that would disqualify them from holding a board position. The options are to have her serve out her term on the board or replace her now. After some discussion in which Lizzy Taylor, who suggested adding that to the bylaws became the 5th member for that committee, it was moved that Ms Pound, as she is willing, be permitted to serve out her term. Seconded and approved unanimously.
- b) Employee Enrichment Fund Use discussion - Participants discuss the pros and cons of using the enrichment fund for gym memberships versus a cash payout with issues identified as an unknown balance in the fund and payouts in cash not being able to be determined (but unlikely to be as high as \$500 per employee) as well as the fact that the wellness center does not yet exist and the amenities that do are not used by everyone. Administration is not going to consider waiving the new gym fees as the funds are needed to build the Wellness Center. It was suggested that staff be surveyed on gym

usage and preferences. Val and Shannon will ask for the fund balance and Val suggested tabling the discussion until January to get more information.

- c) Spring Staff Development - participants discussed the recent call from HR asking what training staff would like HR to provide in the spring. Popular ideas were CPR, how to use a fire extinguisher, and general first aid training.

## 7. Announcements

- a) Next meeting will be January, 13, 2026.

## 8. Adjournment

- a) Meeting adjourned at 11:04 a.m.

## **Consejo de Personal del Instituto de Minería y Tecnología de Nuevo México**

### **Acta de la Reunión Martes 11 de noviembre de 2025, 10:00 a.m., Speare 113**

1. **Inicio de la reunión** – La reunión comenzó a las 10:05 a.m. dirigida por la Copresidenta Val Thomas a) Aviso de reunión – V. Thomas envió el aviso por correo electrónico el viernes 7 de noviembre de 2025 b) Lista de representantes – La Secretaria Vanessa Quiñones pasó lista: 23 presentes (en persona o por Zoom), 3 ausencias justificadas, 5 no justificadas c) Asistencia general – V. Quiñones registró 13 miembros presentes
2. **Aprobación de la agenda** – N. Dallas Chávez propuso aprobar la agenda, A. Price secundó. Aprobada por unanimidad.
3. **Reportes de Comités del Consejo de Personal** a) *Comité de Bienvenida* – N. Chávez comentó que ha estado viajando por admisiones, por lo que el comité no se ha reunido. Ya habló con Joann Salome (Recursos Humanos) sobre listas de nuevos empleados y horarios de orientación. Se considera un evento social mensual para nuevos empleados, pero requiere presupuesto. b) *Comité de Logros* – No hubo miembros presentes para reportar. c) *Comité de Reconocimiento Trimestral* – V. Thomas informó que las nominaciones están abiertas hasta el 15 de diciembre. Se envió un correo hoy con

instrucciones, pero la dirección no funciona. ITC está trabajando en ello; mientras tanto, las nominaciones pueden enviarse directamente a Val. d) *Comité de Sustentabilidad del Campus* – J-L. Fonquergne envió un correo indicando que el comité no se ha reunido, pero organizarán un seminario con miembros del comité y profesores de E&ES. Se reconoce que el profesorado puede apoyar en actividades del Consejo.

#### 4. Reportes de Comités Ad Hoc

- *Encuesta de Personal* – M. Karemi informó que está casi lista. Ya tiene aprobación IRB. Falta acceso a Qualtrix para una prueba. Se espera enviar después del receso de Acción de Gracias. Se necesitan voluntarios a las 7 a.m. en FM para ayudar a trabajadores a llenar la encuesta.
- *Comité de Estatutos y Manual* – M. Flores comentó que aún faltan miembros; con solo dos hay conflicto ético. Se requieren mínimo 3. Con las voluntades de Chávez y B. Thomas ya son 4. Identificaron 27 puntos a revisar.

#### 5. Asuntos anteriores

- *Exención de matrícula para jubilados* – Pres. Jackson no sabía que el beneficio se había quitado sin aviso. Está trabajando con VP Walsh para reinstaurarlo.
- *Fondo de Enriquecimiento para cubrir gimnasio* – El bono de \$500 del ex Pres. Amouzegar fue único. El fondo puede usarse para cubrir cuotas del Wellness Center (solo empleados). Se debe elegir entre efectivo o gimnasio por al menos 3 años.
- *Exenciones de matrícula en otras instituciones* – FT empleados podrán tomar 3 créditos por semestre en universidades de NM para carreras no ofrecidas en NMT. Se reembolsa hasta la tarifa de NMT. El total de la exención es 6 créditos (todos en NMT o 3 afuera y 3 en NMT). C. Huffman recordó que hay clases nocturnas y en línea para quienes no pueden ausentarse en horario laboral.
- *Contribución de seguro* – Actualmente NMT paga solo el mínimo estatal. Hay pláticas para eliminar esa restricción.
- *Participación según fondos* – Algunos empleados (ej. Playas) deben asistir fuera de horario porque no tienen fondo para cargar ese tiempo. EMRTC sí tiene. V. Thomas hablará con C. Foster sobre usar un fondo de la Fundación.

#### 6. Asuntos nuevos

- *Parlamentaria* – K. Pound fue promovida a Directora del Centro de Cuidado Infantil. No hay política para cubrir este caso. Se discutió y se aprobó por unanimidad que continúe su término si ella está de acuerdo.
  - *Uso del Fondo de Enriquecimiento* – Se discutieron pros y contras de usarlo para gimnasio vs. pago en efectivo. Problemas: saldo desconocido, pagos en efectivo inciertos, gimnasio aún no construido. Se sugirió encuesta sobre uso y preferencias. Tema pospuesto hasta enero.
  - *Capacitación de primavera* – HR pidió sugerencias. Ideas populares: CPR, uso de extinguidor, primeros auxilios básicos.
7. **Anuncios** – Próxima reunión: 13 de enero de 2026.
8. **Clausura** – La reunión terminó a las 11:04 a.m.