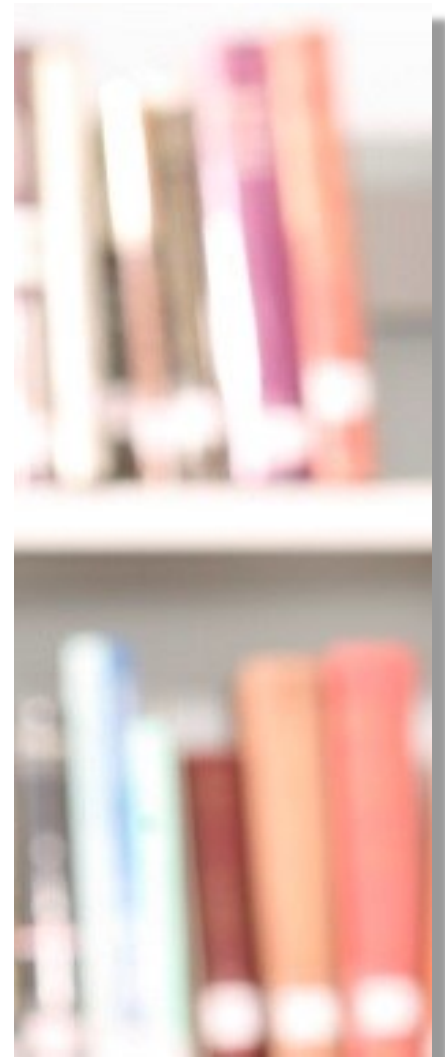




November 1, 2024  
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# The BRIDGE

BREAKING SILOS, BRIDGING GAPS



## CLPD Proudly Welcomes Our New Administrative Assistant!

Hello! My name is Breanna Garza. I was born in the vibrant city of Houston, Texas. Growing up in such a diverse and bustling environment shaped my perspective on life from an early age. Houston's rich culture and spirited community were the backdrop of my childhood, filled with laughter, family gatherings, and the thrill of exploration.



In 2017, I moved to Las Cruces. The transition was both exciting and challenging. I found myself in a place that was different in many ways, from its stunning desert landscapes to its close-knit community. I pursued my Associate's degree in Pre-Business at DACC, then continued at NMSU, where I earned a Bachelor's degree in Business Administration with a focus on Finance, and graduated as a Crimson Scholar with Honors. I was also honored to receive the Peter Wichert Award, a recognition of my hard work and dedication that also represented my commitment to my goals and belief in the importance of education.

In my spare time, I love to express my creativity through arts and crafts. Painting, DIY projects, and exploring new crafting techniques allow me to unwind and channel my artistic side. I also enjoy hiking around Las Cruces, jogging, and participating in local sports. Being active keeps my spirit high and fuels my passion for life. My life partner, Victor, inspires me to pursue my dreams and reminds me that I am never alone on this path. Our home is also shared with five beloved pets, each of whom brings unique joy and companionship.

As I reflect on my journey so far, I feel gratitude for the experiences that have shaped me. Each chapter of my life has contributed to who I am today. With my education in hand and a heart full of ambition, I look forward to what the future holds— ready to embrace the new challenges and opportunities that come my way here at CLPD!

### PROBLEMS WITH TRAINING CENTRAL?

Are you having trouble with Training Central? As mentioned in previous issues of The BRIDGE, the system is still experiencing delays. If this is interfering with your ability to remain in compliance or register for an offering, we can help! Please reach out to us at: [trainingcentral@nmsu.edu](mailto:trainingcentral@nmsu.edu).

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This month, CLPD is proud to host: **Influence in Precarious Conversations**, with guest presenter **Dr. Carol Flinchbaugh**, Professor and Interim Department Head with NMSU's Management Department. This training will focus on identifying strategies to effectively communicate and persuade others in situations where emotions run high, the stakes are significant, and/or power differentials exist.



Dr. Carol Flinchbaugh

**Influence in Precarious Conversations** will help participants reflect on their current influence style, learn key principles of influential communication, and practice their influence skills in a safe environment. Participants will sharpen their influential abilities through reflective practices and practical techniques. This class is for anyone- **all staff are encouraged to attend.**

**Influence in Precarious Conversations** will be offered in person on **Tuesday, November 12th**, from 9:00-10:30 am, in Milton Hall, Room 185J. Register [here!](#)

*Submitted by Julie Carroll*



November 5, 2024

## IMPORTANT THINGS TO REMEMBER! — DR. BUSCH

NMSU ARP 8.49 indicates that employees may be eligible for leave on **Election Day—November 5, 2024**. According to the policy:

- This leave is paid for regular, and term-appointment employees.
- This leave is not for employees who are part time, temporary, and other employees ineligible to accrue leave.
- Supervisors may specify which hours during this period the employee may take.
- Employees experiencing election season stress can access it 24/7 emotional support via well-being solutions.

For questions, please contact Benefit Services at [help.nmsu.edu](mailto:help.nmsu.edu).

### 2024 ALTA Graduation

A total of 23 participants will graduate **November 15, 2024**. Selected administrators, faculty, and staff met for 10 months this year exploring NMSU leadership competencies of leading self, leading self with others, leading self and others, and leading departments. As part of the graduation requirements, participants will teach back on topics of their choice. We celebrate their journey and accomplishments.

### CLPD — EMPLOYEE TRAINING TRANSCRIPT

CLPD is NMSU's data custodian for employee training transcripts. As a result, we produce the official employee training transcript record.

#### **Why are employee training transcripts important?**

Employee training transcripts can be used to demonstrate NMSU's compliance with labor laws and regulations, prove employees completed required trainings and certifications, and document employee's knowledge, skills for employee upward mobility.

#### **Why use CLPD training central system?**

Training central system is a one-stop shop where employees, managers/leaders, and administrators can access NMSU professional development opportunities. Although not all employee trainings are documented within training central, it's encouraged. Please note CLPD training central system is currently slow. We will be upgrading to the Cornerstone cloud late January 2025. Until then, please continue to be patient with our current SLOW system.

#### **What does this upgrade mean?**

2025 trainings and registrations will be easier to access and faster to use.

#### **When should employees complete current outstanding trainings?**

If you have outstanding trainings (SET), please try and complete them by **November 30, 2024**.

## COMMUNICATION TIP: GOT A MINUTE? — RUBEN DIAZ

So, you have a topic that requires a conversation with a colleague. Maybe it's not quite worthy of a formal meeting, however it is a semi-urgent matter. How do you proceed? One approach is to jump right in after a quick opening line, such as, "Hey, got a minute?" Don't be surprised if your audience is less than enthusiastic about this approach.

The "jump right in" conversation starter can easily dissuade or frustrate your audience, as it can feel like an ambush, without regard for what they were doing or focusing on at that moment. Effective communication in the workplace is often achieved through more strategic means.

Here is a simple, yet effective, two-step approach that can help.

**1. Establish Your Intent.** State the topic you would like to discuss, including a brief rationale, as well as your estimation of



the anticipated time commitment.

**For example:** "I'd like to discuss some data that stood out from the report you shared with the team. I'm a bit confused as to what some of it means, so I'm hoping you can clarify. This will likely take about ten minutes or less."

**2. Gain Consent.** Ask if your audience is willing to have the conversation and when a good time might be.

**For example:** "Are you able to help me with this? I want to be respectful of your schedule, is now a good time? If not, when would be a good time for you?"

By following this strategy, your audience is more likely to be engaged in the topic, and you are more likely to achieve the intended outcome of your conversation. Not only that, your approach will contribute to a respectful and productive work environment for everyone!

## P.S. — JAGAN BUTLER

As I prepare to enter retirement and bid farewell to the NMSU community, I am filled with a deep sense of gratitude and optimism. Over the years, I've witnessed the



incredible dedication of our faculty, staff, and students. Now, as we welcome a new president to lead NMSU, it is crucial to remember that our collective success depends on each of us taking personal responsibility. We are an institution constantly competing for the brightest students, valuable research funding, and top-tier employee talent. While

leadership provides vision and guidance, it is the individual contributions — no matter how small — that truly shape our university's future.

In the spirit of Kaizen, the Japanese philosophy of continuous improvement, I encourage us all to embrace small, consistent efforts that make a big difference over

time. These can be simple actions, yet when combined, they drive significant change. Here are a few ways you can practice Kaizen at NMSU:

- ◆ **Seek feedback regularly and act on it to improve our programs, services, and interactions.**
- ◆ **Embrace a mindset of lifelong learning, constantly updating your skills and knowledge to better serve our students and community.**
- ◆ **Encourage collaboration across departments, fostering innovation through diverse perspectives and shared resources.**
- ◆ **Be mindful of resource use, finding ways to reduce waste and promote sustainability on campus.**
- ◆ **Celebrate small wins and recognize the efforts of colleagues, nurturing a culture of appreciation and motivation.**

Though I won't be directly involved in the work ahead, I look forward to watching NMSU thrive from the sidelines. I have every confidence that with each person's commitment to continuous improvement, NMSU will continue to grow as a place of excellence, discovery, and community.

— Jagan