
MEETING NOTES FOR DECEMBER 14, 2020

Present

Estela Gutierrez, Joan Steinman, Andy Hughes, Natalie Brown, Robert Hernandez, Tina Ruff, Leslie Jia, YeVonne Allen, Kaylene Brady, Tony Futia, Sidney Sullivan, Yuliana Chavez, Felipe Gutierrez De Alba, Lee Raubolt, Amber Burroughs, Staci Miller, Amanda Stibick, Cameron Tuttle, Karen Rubio and Maria "Sandra" Jimenez

1. Introduction

- a. Sandra Jimenez, TRIO SSS Director: Estela introduced Sandra to the council members. Sandra explained that TRIO Student Support Services is a federally funded program. It is a five year grant that will assist 140 TMCC students who are low income, first generation or have a documented disability to connect with comprehensive academic support services. Sandra met with many of the heads of departments who lead these service areas.

2. Estela Updates

- a. COVID-19 Update: Estela reported that the governor announced another pause until January 15. As a result, TMCC will remain at stage 1.5 with limited access to campus. Leadership will be revisiting the campus access permission process. YeVonne shared the link to the [Nevada COVID Vaccination playbook](#). NSHE will be discussing vaccine requirements for schools with dormitories. Andy added that if your staff need access to retrieve their computers, monitors headset etc. they may request permission to get those items to use while remote working. YeVonne commented that they learned of these needs from the "magic wand email." She also reminded the group that there is a robust emergency fund for students. Refer students to Counseling to apply. Financial Aid also refers students for emergency funding.
- b. Budget Update: Estela reported that she had three forums to meet with SSD personnel to advise on the status of the pending budget reductions. She will be finalizing her part 1 proposal for submission soon. She is advocating for the division. There may be 1-2 position layoffs and the AAIV position in the VPSD Office frozen. If further reductions are required, Estela will need to submit a part 2 proposal which may include student access dollars (wages for student workers), a 3% share of fee revenue, 5% operations reduction and/or the elimination of a program. Academics has been working collegially, they have more flexibility in holding positions.
- c. Morale - Unity and Solidarity: Estela reported that she takes pride in our division, our open communication and our unity. She was disappointed to hear that there may be issues causing a decline in morale. She reminded the group that none of us have ever faced a pandemic and a budget crisis this severe. Please remember to be nice to each other as we all navigate this together. Estela advised that she will be working with the different areas to reset to create a better atmosphere. If someone is not happy, help us identify what we can do to help the person get there. Morale will be a focus for next year. We will need to manage furloughs, time, assess leave and remember to communicate.

3. Standing Items

- a. Cabinet: Andy reported that Sandra and the new TRIO program were introduced at this meeting. There was also a presentation by IR of the new data dashboards and academic trends. Elena spoke about enrollment management. 40% of Spring classes will be in-person or hybrid courses. None of the math classes will be offered in person at this time. There are several Marketing campaigns occurring. Please like and subscribe. The Register Now campaign includes faculty video highlights. Marketing is also working on an innovation idea with DETER to bolster Fall 21 enrollment. Melissa gave an update on the strategic master plan. The Spring Kick Off workshops will be posted on the Professional Development webpages. YeVonne added that the Budget Response Committee is renamed the NSHE Fiscal Sustainability Committee. There was also discussion of implementation of shared services, focusing on back end areas such as finance, purchasing, library services and IT.

- b. Planning Council: Joan reported that the December meeting has been rescheduled to January 11. The notes from the November meeting are available here: <https://www.tmcc.edu/sites/default/files/documents/president-council-minutes-2020-11-16.pdf>
- c. Academic Affairs & Student Services: None
- d. Accreditation Committee: Joan reported that the next meeting is on December 17. They will be reviewing first draft of the year six report and will finalize the recommended TMCC Vision Statement and objectives. The mission statement was outward facing and the vision statement is more inward facing.
- a. Enrollment Management Committee: Andy complimented Yuli and her staff for their hard work recruiting new students! We are also up in International enrollment. Yuli added that they are cautiously optimistic – Carlos continues to make phone calls and have meetings with students.

4. Unit Updates

- b. Retention and Support Programs: Joan reported that Counseling will move to first floor, they are using this as an opportunity to reconfigure a bit to be more of an advocacy/resource hub with counseling, career, educational partnerships and DRC more integrated and having a presences on all campuses in some manner. The Lizard's Lounge has seen 672 student post replies to discussion prompts. Kristen DeMay is taking on the Foster Youth Faculty Mentor responsibilities. Getting Ahead had 11 graduates this semester.
 - ReEntry is re-branding "ReEntry" to Educational Partnership Programs - this will encompass Perkins, Prison Ed, Displaced Homemakers, SNAPET and ARISE. They will also be offering CHS101 to the inmates at NNTH in the Spring, hoping to have enough students for EPY also. They will be continuing the HSE program at NNTH. They are working with WNC and NDOC to try to expand all three educational offerings to the inmates at Warm Springs Correctional Center.
 - The Resource Committee project "adopt a student" connected 13 student families with 15 departments for Christmas this project was coordinated by Erin and Cameron. They are also collaborating with IT to provide internet assistance to students in need, the process will be in place before the start of the spring semester. The Resource Committee responded to 11 ERF requests this semester
 - The Career Hub will be doing Facebook live presentations with employers in Spring. Career Hub is building a collaboration with WNC and GBC to offer expanded career services, since our students and theirs are taking classes from home, and employers are seeking students across county lines. This will begin with virtual workshops and employer events.
 - The DRC is reaching out pro-actively to faculty who will have students with sensory impairments. The ADA Committee is working closely with Web College to develop accessibility training for faculty with all resources in one location. They have seen the best engagement from faculty this semester as they gain a better understanding of accessibility.
 - Student Conduct is continuing to see a lot of academic dishonesty complaints.
- c. Admissions and Records: Andy reported that the new IR data dashboards are popular. The SSD data request work Joan and Kaylene completed translated into an overhaul of how the data is shared. The VRC continues to reach out to re-engage veteran students. Enrollment will be very important, so they are working on a recruitment campaign. The Commencement Committee meets tomorrow and will discuss two back up plan options that the sub-committees explored for the 2021 commencement ceremony. Admissions and Records, VRC and Welcome Center personnel adopted families for Christmas. This is the 8th year of this community service project.
- d. Advising and Access Services: Natalie reported that RAC is accepting Summer Bridge 2021 applicants. Students don't want to participate in the program if it's online. The current Nevada Promise students must submit 8 hours of community service and meet their mentor by no later than January 1. Recruiters are working with Spring

2021 applicants to offer enrollment assistance. They are receiving a lot of phone calls. All RAC operations, except Nevada Promise, will be closed from December 25-January 3. They will return calls and emails as soon as possible.

- Jump Start enrollment is 1322 and the headcount is 66. For the first time, the Jump Start Program will be using a secured email system provided by IT to send transcripts to schools that do not use ShareBase. Betty will be out of the office for the remainder of the month and Yuli and Natalie will be leading enrollment. Enrollment for Spring is steadily coming in.
 - International Student Services: International recruitment events are completed for the Fall 2020 semester. ISS attended 54 events including partner development, education fairs, webinars, social media live events, high school visits, and one on one meetings with counselors. Over 6000 international students were reached in more than 50 countries. Virtual International Education Week was a success with 9 events for the week of November 16-20. The first virtual International Coffee Hour series went great with all sessions being well attended. We are preparing for another virtual coffee hour series for Spring 2021. More information coming soon! ISS is currently advising our incoming students for the Spring 2021 semester and getting them registered for classes.
 - Advising: Drop-in appointments are from Jan 4 to Jan 29 and students can sign up in myadvisor.tmcc.edu each morning at 8:00 am. OnTrack Workshop Holds: 495 students seen (53.05%) Around 67% are typically seen by this point in time. Advising emailed, called, and connected with all students who still have the hold to encourage registration.
- e. Veterans Upward Bound: Robert reminded that group that if they have individuals who have dropped out or stopped out of college, please refer them to VUB. There is a new listserv called NVVUB. He will share. VUB staff are working on new outreach with LeMar advertising. Winter math session are scheduled. They are working on the annual performance report that is due in March. The National VUB association redesigned their website and are creating a host chat room. Former VUB student, Casey Gunther was names a 20 under 40. All VUB personnel are working well in remote status.
- f. Athletics, Health and Wellness: Tina reported that she met with Sandra to discuss a partnership with Athletics. Tina and the compliance and eligibility team are monitoring the student-athlete eligibility progress. Coach Hawkins is working on signing new students. There is one letter of intent. They are also exploring the idea of e-sports to drive enrollment. It is a significant return on investment. Tina is working on the Board of Regents annual report. Athletics is also working on a logo on the field project. They will be continuing the wellness emails to the campus. They completed the first month of drop in Zoom fitness classes. Tina is also continuing to work on the EPX program review that is due in May. There were a low number of classes as a result of moving to the virtual format. Remember to follow Athletics, Health and Wellness on social media. The Fitness Center will be hosting Nursing classes in the gym.
- g. Financial Aid: Leslie reported that the scholarship coordinator position is vacant and they are conducting a search. Currently, the duties are divided between Leslie, Val Lambert and Cindy Martin. If you have scholarship questions, please send them via email to scholarships@tmcc.edu.
- h. Equity, inclusion and Sustainability: YeVonne reported that the if you are using BlueJeans for virtual meetings change them in Spring to Zoom since the college will be discontinuing the license. EISO has big news: the Land Acknowledgement is now on the TMCC "About Us" webpage! Filmed presentation on "Innovative Business Solutions to Address Climate Change" for the Reno + Sparks Chamber of Commerce, GreenNevada, and GreenUP Virtual Climate Conference. The NSHE Men's Leadership Summit Planning Meetings started. Dr. Micaela Rubalcava and Mark Maynard are Faculty Diversity Advocates. Working on the Keep Truckee Meadows Beautiful

Committee - Youth Education Committee. Thank you to everyone who attended the Campus Community Conversation with Dr. Heather Hackman on Climate Justice. Attended the 2nd Annual NSHE Foster Youth Summit NSHE Men's Leadership Summit Planning Meeting. The Guardian Quest contract out for signing for an in-depth equity and diversity training opportunity. This year is the 5th Annual Men of Color Summit MOC/SOC Social Speaker Series. UNR Cultural Diversity Committee - check our emails for the Call for Proposals for the NSHE Diversity Summit. The Second Nature "Climate Action Pursuit" Design is almost done!

- TMCC Budget Reduction Task Force - Big shortfalls from last year and this year that were not taken into account previously. Contingency funds already being used. 12% overall reduction FY22&23 (projected). \$2M request for Leadership to determine. The task force is coming back together during the week of January 11, 2021.
 - SGA: 21 students have completed the National Society of Leadership and Success (NSLS) program that included Orientation, Leadership Training Day, three weekly virtual SNT meetings and accompanying SMART Goals projects, earning induction status. This is the largest semester induction group since the first year of the TMCC NSLS Chapter being on our campus. Student Organizations: Assisting Phi Theta Kappa with their annual project, setting up a Club Hub Canvas site where club/RSO leadership can meet, collaborate and support each other. There have been 21 online events since last SSD Council Meeting on November 19. SGA Gaming Night weekly event has developed a nice following, averaging 8-10 students every Tuesday night. SGA and EISO's Native American Heritage Month Film Screening and Panel Discussion Zoom event drew 52 participants. SGA's DoughBoys FREE Coffee and Donut Finals Week event was attended by more than 300 TMCC students. The SGA Watch Parties Live Stream Events, A Christmas Story on December 9, and Elf on December 10, were attended by 35 students. On December 7, SGA participated in a student town hall that informed students about the S/U grading procedures, the spring opening plan, the TRIO program, and the update on the student surcharge fee. SGA continued to produce feel-good get-together videos for our students. On December 2 the General Assembly voted to support the Nevada Student Alliance resolution recognizing Jewish holidays on the NSHE calendar and the initiative to have federal election day as a state holiday. SGA voted to partner with the Wizard's Warehouse to continue to support distributing food to students. Electoral Engagement will submit NASPA Voter Friendly Campus report at the end of January.
- i. TRIO Student Support Services: Maria "Sandra" Jimenez thanked everyone for meeting with her to brainstorm ideas to incorporate into the startup of this new program. She is working on sending the announcement of the student recruitment initiative. The Student Support Services webpage is live. They will also be working on student worker recruitment for 9 tutors and 2-3 peer mentors.

5. Team Building

Estela led the group in a reflection activity that highlighted the strengths of each member of the Council. Estela began by selecting a member of the team and described what she valued/appreciated about that person. That member then selected a different person until everyone present had an opportunity to participate.

No further.