
MEETING NOTES FOR MARCH 13, 2023

Present

Estela Gutierrez, Andy Hughes, YeVonne Allen, Kaylene Brady, Tony Futia, Sidney Sullivan, Yuliana Chavez, Felipe Gutierrez De Alba, Staci Miller, Karen Rubio, Maria "Sandra" Jimenez, Katie Paul, Valerie Lambert and Thomas Kearns

1. Estela Updates

- a. Welcome: Estela advised that she is enjoying the positive energy in the division and is pleased that everyone is doing an excellent job. She asked everyone to select what they love about this semester? Here is list of some of the responses: seeing a lot of students in person who are excited to be on campus and utilize services, team work, creative ideas, working with people who enjoy coming to work every day, exciting momentum moving forward, seeing the results of hard work, working with a great boss and staff, being fully staffed, and opportunities to interact more with students, department collaborations, good trajectory, health and family.
- b. Moving Forward: Estela stressed the importance of self-care and being flexible with staff so know they know that we care about them. She advised that Planning Council discussed remote work at their recent meeting. Read our remote work policy and work with your staff. Be flexible and ensure that jobs are being completed. Good customer service is our goal. It is important that we reduce the number of students being sent from one unit to another for assistance. Estela wants to take the division to the next level. She encouraged members to seek out national or regional conferences to attend and to complete staff development.
- c. Summer Low Staffing: Estela reported that each department will create plans for their areas for scheduling during the low staffing during the summer. The goal is to turn the air conditioning temperature down to 80 degrees on Fridays at Noon on the Dandini campus from May 15 to July 28. Yuli reported that they will be staffing a Welcome Center desk in the Library on Fridays and could use some assistance to keep a small working group working in that space. Estela emphasized that SSD cannot do remote services every Friday. Supervisors to have their plans ready by the end of March. No disruption to students is key. The Fitness Center will be open on Fridays.
- d. Budget: Estela advised that it is her intention is to move forward to fill open positions. She may need to realign some positions to address priorities or inequities in areas. She will discuss these decisions with the directors. Andy reported that the Budget and Legislative Advocacy Task Force group is working on budget cut scenarios of flat, 10% cut and 17% cut. Enrollment is up and the governor's proposed budget is looking positive for support of NSHE. Optimistic that 17% cuts are off the table. NSHE usually receives final budget information from the Legislature on June 2.
- e. SSD Temporary Organizational Realignment: Estela reported that during the temporary organizational realignment Leslie is reporting directly to Estela, Yuli Chavez is taking on the international piece and Staci is leading Academic Advising. Estela is considering not filling the open executive director position. She will submit a request to leadership in about 3 weeks and then work up a permanent structure with a goal of the end of May.
- f. VPSD Advisory Group: Estela reported that her VPSD advisory group recently worked with Professional Development to resurrect the leadership fellows program. The program is open to coordinators up to the level of director. It is a nine-session program. Estela encouraged staff to apply. Another topic this group discussed was how to build trust. We have been through a lot over the pandemic. The members are thinking more about that and working to come up with some ideas on how to address this to discuss next meeting.

2. Standing Items

- a. Cabinet: Andy advised that the next Cabinet meeting is scheduled for March 20.

- b. Planning Council: YeVonne reported that the focus of this group was looking at KPIs in the TMCC strategic master plan to make sure that we are measuring the correct items and that goals are attainable. Any revisions will need to occur at the same time, be ready to review by mid-April.
- c. Accreditation Committee: YeVonne reported that TMCC passed their accreditation.
- d. Enrollment Management Committee: Yuli reported that this group is updating the strategic plan. She will be reaching out for strategies that you want to include. The goal is for enrollment to go back to pre-pandemic numbers. They are also talking about new students and retention of current students.

3. Unit Updates

- a. Academic Advisement: Staci reported that the Advising office is closed this Wednesday for their spring retreat. Mykel Beorchia is presenting on the Appreciative Advising Framework - funded by the Stupski Wellness Grant. Grecia Anaya Arevalo is the NSHE Regent's Advisor of the Year. Advising will start getting very busy again when the schedule is released. Quick answer advising will be from 11 a.m.-2 p.m. They reduced the time for quick answer advising so they could have more same day appointments. Interviews are this week for the open academic advisor position.
- b. Financial Aid: Valerie reported that the office is working on loading the 23-24 FAFSA. People will see subtle changes in the Cost of Attendance (COA) and the language related to COA. The Department of Education is implementing changes every year in preparation for FAFSA simplification. Note that Estimated Financial Assistance (EFA) grants, scholarships or any other educational expenses paid on a student's behalf must be tracked by the Financial Aid office. Aid and assistance received have to be posted and counted towards a student's COA. Aid cannot exceed the COA. The 24-25 FAFSA should be out in the third quarter, but could be delayed until December/January. Their office is working on different plans depending on release date.
- c. TRIOSSS: Maria Sandra reported that during spring break, TRIO SSS will be modifying its hours of operation to 8 a.m.-5 pm. for that week. During spring break, they will be offering a series of mentor-led workshops for program participants to build community, such as creating a Vision Board, Finger Painting, Write a Letter to Your Future Self, and Throwback Thursday Movie Day, featuring *Ferris Bueller's Day Off*. They have 36 open spots, so please refer students to apply for the TRIOSSS program. Sandra is also working to complete their annual performance report.
- d. Student Conduct and DRC: Tony reported that student conduct has five open cases all for plagiarism offenses. The DRC finished their audit. The only item that needed to be fixed was the way equipment is inventoried. Thomas Kearns is working on a WCSD workshop. They are also in the process of closing the posting for applications for the DRC position previously held by Olga.
- e. Veteran Services: Felipe reported that VRC is working to get workshops back up and running e.g., teaching veterans how to use their VA home loan. A new software program was deployed that changes how their office completes veteran enrollment. On Wednesday, they are tabling at veterans' legislation day. Their group is also invited to the opening of the 'Ghost Army' art exhibit. TMCC veteran students and their families may attend for free. The VRC has two new staff members, Tim Fochs and Kealii Kalawao Cummings. In April they are planning an Afghan panel event with professor John Kemp.
- f. Fitness, Wellness and Athletics: Geoff reported the PEX courses are continuing to grow. Friday classes are getting popular. They want to add kick boxing workout classes and schedule a Pilates/yoga combination class. They are also adding advanced fencing classes. The Fitness Center will be closed during spring break. The relaxation and stretch room is open and being well utilized. Membership at Fitness Center is up. They are looking at creating some outdoor spaces for workouts. Athletics is looking at adding a new school from the pacific northwest to the SWAC. Geoff is busy recruiting right now and giving tours to potential student athletes.

They are going to be offering soccer camps this summer for youth ages 5-14. Registration should go live next week working in conjunction with EPIC.

- g. Counseling: Katie Paul reported that March 16, Counseling is hosting its first Annual Campus Sleep In from Noon-2 p.m. in RDMT 255/56. In April, they will be focusing on Sexual Assault Awareness Month. Stay tuned for some neat activities! Also, next month, Counseling and the Student Resource Committee will be hosting a Student Resource Fair. It will be April 12 from 10 a.m. to 1 p.m. in the Student Center and will be in conjunction with SGA's blood drive. The tenure-track counselor position closes in one week. The Counseling Center will be conducting interviews in April; the position will begin July 1. The Wizard's Warehouse served 176 individuals in February and hired a new student worker to staff Edison and Meadowood; her name is Hannah. Lastly, counselors Erin, Alexander, and Ashley along with YeVonne and Katie, attended the 2023 ACCA Conference in Savannah, GA earlier in March.
- h. CareerHub: Sidney reported that Chad Venters is the new EPP specialist. He is attending state-wide meetings and meeting with SNAP-ENT registrants. The SANDI grant is pulling some of the funding back for veteran programming. The U.S. State Department representative will return to TMCC for the job fair. This is another opportunity to get her in front of students. The target number of employers for attendance at the job fair is 50 employers. Elizabeth will be conducting a Spring Break boot camp with new workshops being added this semester in person. Trainings will be coming up in April for the Nevada Career Explorer system.
- i. International: Yuli reported that Amanda is undertaking a significant recruitment trip to bring in new International Students to TMCC. She will visit six locations: Indonesia, Singapore, Malaysia, Vietnam, Thailand and Taiwan
New Student Services: Yuli reported that the Welcome Center and Testing Center are open every Saturday this Spring. Helen is working on providing additional training to front desk staff. She is deeply committed to providing quality customer service.
RAC: Yuli reported that the Spring Open House is on April 4. They have a new team member, Jocelyn Cabrera, who is the new College Recruitment Coordinator. We have our largest Nevada Promise class of over 700 students who met the March 1 deadline. Please consider becoming a mentor.
- j. Dual Credit: Karen reported that they are expanding concurrent enrollment in Reed and Spanish Springs high schools. They have been busy with Accuplacers, Application Workshops, and Lunch Recruitment events. They hired three new Jump Start Student Advocates. These positions will assist in providing J2 students with support throughout the semester and connect with high school counselors. They are also working closely with the Foundations Office to secure grant funding for Fall 2023. CTE College Credit - A new pathway for articulation credit is in the works. They will continue to draft and complete articulation agreements.
- k. Admissions and Enrollment Services: Andy reminded the group that the important dates and deadlines are listed on the [webpage](#). Spring break is next week. NSHE hired consultants to help us comply with SB109 that passed in 2021. The following fields are now live in PeopleSoft as part of phase one of the project: sex, gender identity, sexual orientation and pronouns. Navigation: student records, general information, personal data. Students are able to update these fields. Phase two entails the consultants helping the campus add these fields to the admissions applications and move that data into PeopleSoft. Commencement reminder – May 12 - show up around 2 p.m., all hands-on deck, volunteer information coming soon.
- l. Student Life: EISO - YeVonne reported that they are planning a united graduation multicultural celebration on May 2 from 3-5 p.m. They will distribute medallions. The NSHE No NV diversity summit at UNR is April 14. Earth Day is April 20. TMCC is the first Bee Campus! There will be a ribbon cutting at pollinator garden on campus.

Upcoming events: Pasta with President and movies for mental health in student center tomorrow. The distressed student protocol was updated on the website. Please review it with all of your staff so you know what resources are available to you. Check out the student conduct incident report form too. The best way for tracking student conduct incidents is to fill out the report that collects the details that Tony needs to conduct the investigations. The Wild Women's Summit is on March 30 from 8 a.m.-5 p.m. at Whitney Peak. YeVonne has discount code to share if you would like to attend.

End 4:22 p.m.