
MEETING NOTES FOR OCTOBER 14, 2024

Present

Andy Hughes, Estela Levario Gutierrez, YeVonne Allen, Maria “Sandra” Jimenez, Geoff Hawkins, Leslie Jia, Kaylene Brady, Tony Futia, Elizabeth Ortiz, Yuliana Chavez, Felipe Gutierrez De Alba, Staci Miller, Karen Rubio, Katie Paul, Brandon Goehring, Virag Nikolics, Juana Reynoza-Gomez, and Caitlin Strong

1. Estela Updates

- a. SSDLDR Retreat Review: YeVonne gave a recap on the SSD Leadership Teams retreat. The team went over past strategies and discussed new strategies, and have a large focus on communication. SSD completed the major events of Spirit Day and Tailgate, and need to keep with the data goal and use survey results. She also stated that there are AI services coming forward, demos on different options and that they are maintaining our top initiatives; from SSD Data, Equity and Inclusion, Retention, Cohorts, and Strategy Research and their potential cost before moving forward with them. She updated that the Annual Report Forum’s theme will be storytelling involving collaborations. YeVonne rounded out her update by stating FY26 focus will be on the TMCC voice and individual voices. She used examples of this focus such as; increasing retention through student input where it can be gathered, obtaining data, and using funded programs. Estela emphasized that we need to be strategic and tell our stories as individuals to help us relate better to the community.
- b. SSD Positions Strategy Meetings with Directors: Estela noted that she wants her strategy meetings to center around topics discussed within the SSDLDR retreat. Estela instructed the directors to create a list of needs and next steps, they can discuss for planning with the VPFG.
- c. Working Smarter: Estela noted everyone’s days are very busy, and we need to try to be more strategic with our time and consciously maintain our health. She encouraged staff to stay organized, respect other co-workers time. Be more strategic and intentional about meeting topics to be covered. She reminded the group to build in time to go from one meeting to the next.
- d. Successful Spirit Day & Tailgate: Estela discussed the upcoming debrief meeting for Spirit Day Wednesday, October 16.
- e. Additional: Estela commended Leslie and YeVonne for their awards that they will be receiving from UNR as alumni on Thursday, October 17. Estela noted she plans to be on leave December 8 to January 9. She noted that YeVonne will be in charge while Andy is out of town the upon his return, Andy will be in charge. Estela suggested this team meet once a quarter, to which all were in favor.

2. Standing Items

- a. Cabinet: Andy reported this meeting was moved to October 17.
- b. Planning Council: YeVonne reported that they met on September 16, that that they are close to a large donation to get Aviation program start in Stead. Kylie would like to take an aggregated approach to incentivize students to take surveys to obtain more information from them.
- c. Academic Affairs & Student Services: Estela reported wants to propose that two people in Student Services and Academic Affairs work together in this group.
- d. Accreditation Committee: YeVonne stated they are working on the Fall 2025 Mid-Year Report and expects that at the end of this year or beginning of the next, they will be requesting content. They are presently looking at reporting templates.
- e. Enrollment Management Committee: Yuli began by announcing that the current headcount is at 11, 206 for enrollment with is 9-10% above last Falls FTE. Yuli stated Staci is now the co-chair and they are looking to add student voices in the committee. Staci brought up the Stop-Out Resource Awareness

report that shows there are significant gaps in student awareness of campus resources and stressed we need to keep up communication with students to ensure that more students are made aware of the services offered to them at TMCC. Yuli ended by stating, the enrollment dashboards will change with data.

3. Unit Updates

- a. Student Life: YeVonne began by thanking all the departments and people who participated in Northern Nevada Pride. She stated that there is a project they are planning for retrofitting the Advising lab to add a Counseling group therapy space. They are hoping to obtain funding to create a holistic meeting space and group therapy space. She reported they will be having a demo with Ed Sites and Mongoose, AI based tools, and explained Ed Sites is text based, and would be used to reach out to students that may need more help.
- b. Admissions and Enrollment Services: Andy reported that they are piloting an extension of the administrative withdrawal process to noon on the second Friday of the Spring 2025 semester, to combat ghost students. He stated he hopes this will get ghost students out of seats so that other students can get into those classes. He reported that there was a housing conversation with the leadership team and the idea of building dorms was discussed. Estela stated it is not a priority, and that she needs to discuss this with Ayo, as there may be apartments being built across the street from the soccer field.
- c. Academic Advising: Staci reported with the Winter/Spring schedules coming out this week that Advising is gearing up for the busy time of the semester; Advising is only scheduling appointments two weeks out, and a new week of appointments is opened every Friday. Staci advised that if a student tells you they can't schedule an appointment, to have them try on Friday when over 300 appointments will be open. She stated they are having registration events in the Student Center to help students to put courses in their shopping carts for the first day of priority registration on Monday, October 28 and Tuesday, October 29 from 9 a.m. to 3 p.m. and Tuesday, November 12 and Wednesday, November 13 from 2 p.m. to 6 p.m. in the main lobby at the Edison campus.
- d. Counseling: Katie reported September was National Suicide Prevention Month; Counseling hosted a journaling session for students and had a great turnout. Last week, Counseling partnered with SGA for a World Mental Health and National Coming Out Day Carnival in which 165 individuals attended. She stated, with election season underway, Counseling developed an Election Wellness Toolkit that can be found in the Lizard's Lounge on Canvas and explained that students can gain strategies on how to unplug, be present, refuel, connect, do something, and find additional resources that may help them get through this potentially stressful time. She updated that Counseling will also be hosting a post-election walk-in day for students on Wednesday, November 6. It will be the "purple zone" where students can come together to engage in relaxing activities, reconnect, and chat with a counselor if needed. She stated Dr. Mesina is continuing to partner with EISO for Las Platicas and is also hosting recovery meetings every other week. She also explained Paws4Love will be on campus from 12 p.m. to 1 p.m. on Wednesday, October 23. In her final update she stated, Wizard's Warehouse continues to see an influx of students each month; it has been challenging to keep the pantry stocked, they have a couple of ideas for potential food partners to help with this. Also, they are receiving a \$5,000 grant from the American Heart Association that will help create a new pantry at the Health Science Center; this will come to fruition by mid-spring 2025.
- e. Veterans Services: Felipe reported they just completed their annual training. He stated that for Veterans Week there will be activities beginning on Monday, November 4, there will be a cake cutting

Wednesday, November 6, and they will end on Friday, November 8 with the grand re-opening of the Veterans Resource Center that will have a new name to be announced that day. He advised everyone to RSVP on their website to attend. Estela encouraged the team attend, and in the future to support all departments in the same way. Felipe closed out by stating, Greg Hillman was nominated to the Student Veterans of American Leadership Institute which includes all expenses paid; and he will continue try to get students to enroll early.

- f. TRIO SSS: Sandra stated that she partnered with Sidney from Career Hub hosted diplomat, Antoinette Hurtado. It was nice to have her back on campus, and that Antoinette is hoping to give another presentation in the spring. Sandra also reported that she partnered with Robert at Veterans Upward Bound for the upcoming First-Generation Celebration Day on Thursday, November 7 at 5 p.m. at the Student Center. She reminded the Council that TRIO SSS will be closed from December 23 through January 13. She reported that TRIO SSS had a great summer and thanked Yuli, NV Promise, and Summer Bridge stating that with the help of these programs they were able to move some students that were on hold and gave them the ability to start this Fall. She closed out by sharing they have filled 113 spots out of 140, and currently have 27 open TRIO SSS spots with applications flowing in.
- g. DRC: Tony reported that so far this semester he has received 964 accommodation requests, 669 students had been seen this fall; he reflected that last year they had received 939 requests in the Fall. He stated that the DRC and SGA would be hosting the Sprinkles of Awareness event in the Student Center where they will be giving away ice cream. He reported that they have 12 applications for the open Program Manager position. He noted that plagiarism and cheating are down, midterms are around the corner; and discussed while educational issues are minimal, there are more serious issues he is handling. He concluded by stating that they had received a Federal Grant for \$519K to deal with Student Conduct issues which should include a new management system for all NSHE schools, and help create a system wide discipline hold.
- h. Dual Credit: Karen reported that Dual Credit is doing a search to fill the Dual Credit Specialist position. They are hoping to have someone hired by November. She also reported that she met with VPAA to identify different strategies to do more concurrent enrollment. She closed out by saying that they have been able to help cover over \$150K in tuition assistance for students thanks to various grants.
- i. Fitness, Wellness and Athletics: Geoff reported that the soccer teams are in their final four games; Women's team is close to winning in conference and they have an important game Thursday, October 24, and the Men's team is currently fifth and fighting for fourth place. He stated that the Fitness Center is bursting at the seams and will be opening one of the back rooms to a dance class, as well as hosting some of their rehearsals there, but they will continue to have the regular classes such as Yoga. He noted that Volleyball Club continues to impress him, they have had to replace volleyballs 3 times already. He closed out by saying that in the Spring, EPIC will be bringing a pickleball session, and basketball in spring on Saturdays; and he would like to begin looking into adding a sport, and they are collecting student input.
- j. Financial Aid: Leslie reported that the Department of Education announced that they 2025-2026 FAFSA will open on December 1. Financial Aid will be hosting FSA ID Workshop this Saturday, October 19 from noon to 3 p.m., and that they encourage all students and parents to complete this process early since it can take at least three days for the Social Security Administration to verify students' and parents' social security numbers. She also updated that; Rosa Tamayo Rodriguez is the newest member of the Financial Aid team. She will take on the position as Financial Aid Coordinator; processing student loans and scholarships and Kim Nowicki's last day with Financial Aid was October

11. She concluded stating they hope to post the job position for the Financial Aid Coordinator for customer service soon, and will conduct a search.
- k. Welcome Center: Yuli reported that they Testing Center has been extremely busy with over 400 students testing each week for the past couple of weeks. In addition to this, they're also managing the operations of the Welcome Center and Call Center. They are currently working with Register Blast to streamline the testing scheduling systems. This consolidation will make scheduling simpler and more efficient for both faculty and students. She gave an event update stating the Reno College Fair is happening this Sunday, October 19.
 - l. Equity, inclusion and Sustainability: Juana reported that they are working on trying to increase the use and engagement at the DISCO. She emphasized that it is important for students to know that there is a multicultural center there. She thanked everyone for attending the Tu Bienvenida event that was held in the Student Center on Thursday, October 10. She asked that everyone be on lookout for upcoming Día de Los Muertos event information. She stated that Native American heritage month coming up as well, so she is getting things ready for that. She closed out by encouraging people to attend the civic engagement event, Brews and Ballots coming up to encourage people to vote on Tuesday, October 15.
 - m. International: Virag reported that they are recertified by immigration thanks to Yuli's help. She stated that they are trying to add data science for visa students, and she is hoping to start a new campaign for a recruitment plan find those from Spanish speaking communities that may be interested in sponsoring someone from back home to attend TMCC. She closed out by stating International Education week coming up, the co-chair for this is Katie Evans, and she has met with the keynote speaker already; they will be doing tabling and a diversity of performances, the event is scheduled for Thursday, November 21.
 - n. Career Hub: Elizabeth Ortiz reported that the Career Hub made some changes to their workshop offerings to students, that they have been doing stop and learn events, online virtual workshops, but are wanting to ensure that they make themselves more visible to students. She stated that they had worked with 59 students at the resume workshop event, the second event helped 73 students where students received advice for interviews; these events have had potential employers present as well, to help students gain better insight. On November 20 and 21 they are doing events at the Edison Center in collaboration with Applied Tech. Elizabeth reported that the SANDI grant is complete and the report was turned in on October 7. This was a four-year grant through the Governor's Office of Workforce Innovation for a total of \$667K that helped serve 283 students. She concluded by announcing Gemmy Domingo is the new Grant and Internship Manager and Jeannine Bell will now be supporting the EPP Program.
 - o. RAC: Brandon reported that they are working on the class 2025 parent outreach, they are also doing outreach through text for Spring, and are still a presence for all the high schools. He stated new student orientation will start in-person in November to December and requested that if there are any brand-new students, please send them to RAC. He reported that the Day on the Hill was busy, and while there were less attendees this year, it was successful.

End: 4:45 p.m.