

MEETING NOTES FOR JANUARY 13, 2020

Present

Yevonne Allen, Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Tony Futia, Felipe Gutierrez De Alba, Robert Hernandez, Andy Hughes, Leslie Jia, Tamera Mooney, Karen Rubio, Tina Ruff, Nicole Shimabuku, Joan Steinman, Sidney Sullivan, Cameron Tuttle

1. Natalie's Updates:

- a. The Spring Kick-off is tomorrow, January 14 at 8:30 a.m. Please attend if possible. All attendees will have the opportunity to participate in the first phase of TMCC's new Strategic Master Plan (SMP) process.
- b. Reminder that many of our offices are open until 6:00 p.m. Monday-Thursday for the first week of school. We will follow the same process as the fall semester.
- c. Remember to add Estela as additional approver on spend authorizations for all Student Services and Diversity (SSD) staff travel.
- d. The federal government decreased the standard mileage rate for transportation expenses. Effective January 1, 2020, the mileage rate is \$.575 per mile unless using a government furnished automobile which changes the rate to \$.17 per mile.
- e. Before attaching documents with sensitive information on them to travel, or other processes in Workday, please remember to redact any personal information from the documents.
- f. Please include a memo with a summary of who, what, where, when and why for any TMCC contracts, agreements, grant applications and/or memorandums of understanding that need the president's signature.
- g. The remodel of the Bookstore is still under discussion. Also under discussion is a modular building which would house Academic Advisement. Stay tuned.
- h. Estela is cleared to drive and is planning to return to work in two weeks.

Standing Items:

- a. Cabinet-Andy-NA
- b. Planning Council-Joan-NA
- c. Academic Affairs & Student Services-Natalie-There will be no drop holds for Gateway students for the spring semester.
- d. Accreditation Committee--NA
- e. Budget Allocation Committee-Andy-NA
- f. Enrollment Management Committee-Andy-NA

2. Unit Updates:

a. Disability Resource Center (DRC) and Student Conduct: Tony

The DRC is making sure accessibility is up to date for the semester. There are eight registered offenders enrolled for the semester so far. Tony met with Marketing to work on how we can make students more aware of Starfish.

b. Retention and Support Programs: Joan

The vacant counselor position is going to have a social worker emphasis and will be posted soon. We have an Intern Counselor, Becky Kramm, who will be working in the Counseling Center for at least the next eight weeks. Free bus ridership for students is up. TMCC and WNC are collaborating on Prison Education and Reentry initiatives.

c. Veterans Resource Center (VRC): Felipe

They are busy with student VA verifications and with Operation Battle Born which they are planning for again this year.

d. Academic Advising & Transfer Services: Natalie

Academic Advising is on double drop-ins. First stop is Quick Question drop-in and then on to regular drop-in if the student requires further advisement.

e. Student Government Association (SGA): Nicole

SGA now has 13 students in the National Society of Leadership and Success (NSLS). Participation at SGA events has tripled! SGA is advocating for using open educational resources. They are also working on attaining a campus map mobile application.

f. Equity, Inclusion and Sustainability (EIS): Yevonne

They will present part two in the series of diversity track workshops for welcome back week. The way they do the Homeless Youth Count is changing this year. They now have a student worker to help with Foster Youth.

g. Athletics, Health and Wellness: Tina

Coach Hawkins is aggressively recruiting student-athletes. The grand opening of our new Fitness Center is on January 21. Hours of operation are 7 a.m. – 7 p.m. Monday through Thursday and 7 a.m. – 4 p.m. on Friday. Tina will be giving tours of the Center, so please let her know if you and your staff would like to be included in a tour.

h. Student Services and Diversity (SSD): Kaylene

Kaylene is working on our “Helping Students to Succeed” document, please send her any updates.

i. Career Hub: Sidney

They are working at all TMCC locations now and Kelly will work some late hours at Dandini. Jay and Ruth will both move to the Meadowood site permanently.

j. Adult Recruitment: Amber

They are offering information nights every month. The staff mentorship program is going great! Their Open House is planned for February 19.

k. Financial Aid (FA): Leslie

Financial Aid will have evening hours from 5 pm – 6 pm on Tuesdays and Wednesdays for the entire semester beginning next week.

l. Jump Start: Karen

Jump Start has 1009 students right now. All is going well.

m. International Student Services: Amanda

They completed a seminar with Vietnamese students on Saturday. International Coffee Hours will be on: China, Argentina, Ghana, Romania, South Africa, Macedonia and Peru. They have a virtual educational fair with India on January 22. They are strengthening their presence in Vietnam, Korea, Japan and Costa Rica through high school visits, agent meetings and education fairs. They are beginning outreach efforts in Singapore and Thailand. The International Club is planning an I Prom. International Student Orientation is on Thursday, January 23. They admitted 18 new students from 11 countries for Spring 2020!

n. Counseling Center: Cameron

Disqualification letters are going out. There are no career workshops in Counseling, but they do have one-on-one appointments for students interested in career exploration. They now have drop-in counseling available Monday through Thursday for three hours per day. Donna is moving to the Counseling Center.

o. Admissions & Records: Andy

They tested 232 prospective students last week. Fees are due on January 21 and classes begin on January 2. Commencement is May 20, 2020 at 4:30 p.m.

p. Veterans Upward Bound: Robert

Robert attended the Veterans Services Detention training at the Washoe County Sheriff's Office along with 14 other service providers. The program aims to help veteran inmates transition back to civilian life from incarceration. There is another training in February. VUB is looking forward to developing this program and helping this population.