

MEETING NOTES FOR SEPTEMBER 14, 2020

Present

Estela Gutierrez, Joan Steinman, Andy Hughes, Natalie Brown, Robert Hernandez, Tina Ruff, Leslie Jia, YeVonne Allen, Megan Van, Kaylene Brady, Tony Futia, Sidney Sullivan, Felipe Gutierrez De Alba, Lee Raubolt, Amber Burroughs, Staci Miller and Cameron Tuttle

1. Estela Updates

- a. Estela thanked the group for all of their effort to get students through the startup of the Fall semester. President Hilgersom planned to extend her gratitude to everyone in SSD for their hard work, but unfortunately, was not able to attend today's meeting. Her visit with our group will be re-scheduled.
- b. COVID-19 Update: TMCC is still in stage 2 and will probably remain in that stage for a while. There have been some COVID cases reported on our campuses. Please be safe and continue to follow the protocols, the protocols are working. It may get more difficult as we move into the winter season. Estela encouraged everyone to get a flu vaccination. The executive leadership team will be trying to be visible on campus. Estela plans to be in her office Tuesday, Wednesday and Thursday. Joan, Andy and Natalie will alternate being on campus.
- c. The new Chancellor will be on campus tomorrow from approximately 2-2:45 p.m. Estela will stop by the DISCO with Chancellor Rose to meet the crew working tomorrow. Chancellor Rose is very interested in hearing our positive ideas. Please join the Chancellor meet and greet townhall event tomorrow afternoon if you are able.
- d. BOR Meeting: The Board approved the Nursing bachelor's degree. Natalie Brown was part of the co-requisite presentation. There is a special Board of Regents meeting this Thursday. Agenda items include a request for approval of the amendments to authorize the COVID budget shortfall furloughs, adoption of the Budget Reduction Response Committee/Ad Hoc advisory committee mission and a me3 presentation. Natalie advised that if the me3 tool is approved, the website will launch at the NSHE level.

2. Standing Items

- a. Cabinet: Andy reported that the Café Verde is open. Please support the new Café. There are a number of things that went very well for the semester startup. There was a heavy use of OnBase forms as everyone began to work remotely. This was helpful to have in place. The Welcome Center and Testing were highlighted for their remote services. Ninety percent of the BCN travel audit corrections were completed. A Workday consultant was hired. There will be a four hour working meeting to draft a new mission statement. They will be discussing contingency fund use for 2021 as enrollment is still down and there will still be a budget shortfall. Robert Hernandez is chair for the TRIO grant search effort. Please submit your expenses related to the COVID crisis via the new CARES Act reporting form. This will assist TMCC with submission of federal reimbursement claims and tracking. The Classified Council worked to change the benefits so classified employees with 8 years or more of service may receive grant-in-aid benefits.
- b. Planning Council: Joan advised that the next Planning Council Meeting is scheduled for September 21. If you have any agenda items to submit please email them to her. The previous meeting was on August 31. Some of the topics were the first readings of the new policies for athletic team travel and international travel, shared services and budget, and Planning Council review of their charge. The complete notes are posted on the Planning Council webpage.
- c. Academic Affairs & Student Services: n/a
- d. Accreditation Committee: Joan advised that the first meeting of the semester is scheduled for September 17. They will be working on the year six report which focuses on policy and regulation services and the year

seven report which will focus on institutional effectiveness. On September 29 there is a strategic plan review meeting. The new plan may adopt the posted NSHE strategic goals in an effort to maintain alignment with NSHE.

- e. Budget Allocation Committee: The group agreed to remove this standing item from the agenda.
- f. Enrollment Management Committee: Andy reported that he forwarded the Enrollment Management Committee meeting notes to the group. No one had any questions at this time.

3. Unit Updates

- a. Admissions and Records: Andy

The Welcome Center is working to print ID badges for EMT and Nursing students so they may participate in their clinicals. Testing Center pivoted back to remote proctoring. The VRC completed their first virtual remote audit. The audit team was very complimentary of Felipe and the VRC team. September 14-20 is HSI Week. 31% of TMCC students identify as Hispanic. This percentage is consistent with the community makeup. We are down 12% in Hispanic male students.

- b. Veterans Upward Bound: Robert

The VUB fiscal year ends on August 31. VUB received notification that their funding was granted and increased by 4%. Robert is the chair of the Student Support Services TRIO grant search committee. Their first meeting is tomorrow.

- c. Equity, inclusion and Sustainability: YeVonne

Mike Maynard and Micaela Rubalcava are the two new faculty diversity advocates. The Men of Color Mentorship and Student of Color programs are both accepting applications through October 31. A Campus Community Conversation with Author Dr. Chris Emdin is October 15. Another conversation event is scheduled on November 18 with Dr. Heather Hackman to discuss A Path to Climate Justice. Adine Stormoen is serving as the co-chair for the Diversity Committee and Miguel Martinez is serving as a co-chair for the Faculty of Color Coalition. SGA distributed 950 Welcome Back bags. If you need sustainable masks, please send an email to YeVonne.

- d. Financial Aid: Leslie

The Financial Aid team worked hard and awarded all of the remaining CARES dollars. This semester \$7.2 million was distributed to 3,952 students. The team accomplished this while answering telephone calls, distributing federal financial aid, monitoring email and working late nights and weekends. They did a great job!

- e. Athletics, Health and Wellness: Tina

The athletes are in the process of being cleared to attend practices. All athletes must have a negative COVID test to participate. They will begin weekly testing thereafter. They are working on their social media presence. They are planning a uniform and mascot reveal. The EPX program review is due in the Spring. The Fitness Center is ready to open for by appointment use once TMCC moves to stage three. Tina and Cameron are participating in the Wellness Committee Facebook live event on Friday.

- f. Retention and Support Programs: Joan

Career Hub workshops are online and in Canvas. Please encourage students to participate. The employer recruitment events are 1 hour virtual events this semester. The next upcoming recruitment is for ITS Logistics on September 16. Counseling is opening the Wizard's Warehouse at the Dandini and Meadowood locations during set hours. The Edison location is temporarily closed. DRC is proctoring tests for Nursing. Note that the only flags being raised in Starfish are those for special populations. Please make sure that you are checking Starfish for any of your flags. They are also exploring adding a retention flag. The Re-Entry program is holding EPY 101 and HSE classes in the Northern Nevada Transitional Housing unit. Please encourage students who need food security assistance to check SNAP resources and enroll. The student virtual appointment kiosks are installed and the system testing is in progress.

- g. Advising and Access Services: Natalie

Academic Advising was very busy. They completed 1200 appointments and drop ins. They had 636 SOAR appointments and responded to 4000 emails (a 100% increase). They are working on the GRS cohorts

completion and determining what classes they still need. There are 20 GRS holds. The Transfer Day event will be held virtually this semester. Jump Start has also been busy. Kudos to Karen, Betty and Yuli! Enrollment and headcount is up. Karen worked on creating new classes for late-start. The 2021 schedule is finalized. Washoe County Sheriff's Office and other partners came together to assist with covering the cost of the Jump Start CRJ class for the Hug High student cohort when the grant for 2021 tuition assistance was discontinued. The Nevada Promise 2021 applications are open through October 31. The application for 2021 Summer Bridge program opens on November 2. Natalie will send the group copies of the flyers for distribution.

No further.