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# MEETING NOTES FOR NOV. 13, 2017

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## Present

Yuliana Chavez, Tony Futia, Estella Gutierrez, Hirokazu Kishinami, Andy Hughes, Michelle Montoya, Tamera Mooney, Naomi Okada, Joan Steinman, Kim Studebaker, Sharon Wurm

Guest: Kim Studebaker, Assistant Director, Human Resources

1. "Think about It" Student Training Launch – Kim Studebaker – This Fall, HR is launching an online training for students in compliance with Title IX and the Campus Sexual Violence Elimination Act (SaVE Act). This Act requires institutions to provide primary prevention and awareness training to all employees and students and to offer ongoing prevention and awareness campaigns. "Think about It" is the Campus Clarity online training for students and takes approximately 45 minutes to complete. Ideas on best ways to market, deliver and give students an incentive to take the training included raffling off prizes such as monthly parking spots, or a three credit class and sending info to students' preferred email address. The SS Council will help get the word out to students and offered their support to Kim.
2. National Society for Leadership and Success at TMCC – Nicole - Tabled
3. Campus Election Engagement Project and the National Student of Learning, Voting, and Engagement – Nicole - Tabled
4. Student Services Holiday Party – Scheduled time for department holiday parties is Friday, December 15, from 3-5 p.m.
5. Estella's Updates:
  - a. Estela and Dr. Natalie Brown, recently returned from the Governor's Trade Mission to Poland and the 2017 ICEF fair in Germany. Both were amazing learning experiences. These international visits will open doors and help us to create educational partnerships with other countries. In addition, the ICEF recruitment fairs allow us to meet and work with international recruiters who recruit students for us from all over the world. There is more and more of a shift to community colleges which are unique to the USA. The cost is less and the community atmosphere is better for the first and second year college student. There are positive responses from EducationUSA centers regarding community colleges and they are eager to work with us. EducationUSA is a US Department of State network with international student advising centers all over the world and they help students to apply to colleges everywhere.
  - b. Due to recruitment efforts in Costa Rica, Gennesis Gonzalez, one of seven students who won a full-ride scholarship there, has elected to study here at TMCC! The award is all inclusive and Gennesis will be living with a host family while here.
  - c. Student Services Requested Positions – Discussion on funding for requested positions in the division. The president's leadership team has not finalized their decision on position funding yet. All requested positions are up for discussion at a Leadership meeting this week.
  - d. The thank you potluck for Facilities was a success and the Facilities staff were very appreciative. Thank you to all who participated.
  - e. This week is International Education Week. They are having events all week. Please attend if you can.
6. Standing Items:
  - a. Deans and Directors – Will remove this standing item from the agenda. Notes from this meeting are available online.
  - b. Planning Council – Will remove this standing item from the agenda. Notes are available by request to join their list-serve and they will also be available online.

- c. Academic Affairs & Student Services – Sharon & Estela – Currently, AA and SSD staff are collaborating on the Gateway initiative using faculty mentors and academic advising.
- d. Accreditation Committee – Joan – They are in mid-cycle on their writing. There is a site visit next September. The accreditation format has changed.
- e. Budget Allocation Committee – Sharon is now the representative for this committee.
- f. Enrollment Management Committee – Andy – All winter session classes are entirely online. The “Register Now” campaign kicked off on Nov. 7, which was the day that Dandini campus closed due to a power outage. The Technical Sciences division offers many late start classes which are conflicting with the late start purge. They are working on a solution.
- g. Technology Strategic Plan Committee – Will remove this standing item from the agenda. Notes from the Technology Committee meetings are available online.

#### 7. Unit Updates:

- a. FA – Sharon – Feedback from the FA focus group on disbursement included suggestions to include information and links on resolving the issues that their communications messages identify and highlighting or bolding important communications messages. Students were also unfamiliar with some of the accounting terms used in the communications and they were confused by term GPA as opposed to overall GPA. Students really liked the loan disbursement letter because it was easy to understand and gave them all the information they needed, i.e., amount, disbursement date, etc. FAFSA is up 37% over last fall which is probably due in part to the Nevada Promise applications. FA will have their retreat next week.
- b. A&R – Andy – Andy is concerned that the Gateway students are *not* taking advantage of their priority registration. Grades are due on December 19 and Winter Session classes begin on December 26.
- c. Academic Advisement – Natalie – Registration is open and Advisement is super busy right now. They are blocking out more time for walk-ins to insure they can accommodate students’ needs.
- d. SGA Student Senator – Hiro – SGA’s Lip Sync and Karaoke event is tomorrow, Nov. 19, from 4-7 p.m. in the Student Center. Hiro and two other students are attending the upcoming NACA West conference.
- e. TLC – Michelle and Naomi – They are super busy and are in need of more tutors. Several faculty members are requiring supplemental instruction. Some faculty members hold their office hours in the TLC. Extending hours for the TLC is under discussion.
- f. AOR – Yuli –
  - i. TMCC was renewed for the CCR dual enrollment grant.
  - ii. Applications for the Nevada Promise Scholarship Program are now closed. TMCC received approximately 1,800 Promise applications. Statewide, there were 12,000 Promise applications submitted. The program still needs mentors. Please consider being a mentor and share the information with people you know who might be interested in mentoring for this program.
  - iii. Applications for the Success First program became available on Wednesday, Nov. 1 and by Friday, Nov. 3, they had 65 applications. They are going to accept 150 applications this year and as of today, they have 103.
- g. Student Conduct – Tony – The SGA officers and committee members are a group of smart, and mature people this year. Tony will be working with them more directly during the upcoming spring semester while Nicole is on leave. The Student Conduct office is quiet so far this year with no issues or suspensions.
- h. Retention & Support Services – Joan –
  - i. We are going to have a vocational rehabilitation counselor available on campus and she/he will be located in RDMT 329. Counseling’s “Take Care T/R” is doing very good overall and is guiding students to Counseling and other services they may need. Counseling is now offering Take Care Thursdays at the Redfield site and it is getting an excellent response. Please encourage

faculty/staff to go to a SafeTALK training. This training prepares helpers to take action by connecting individuals at risk for suicide with intervention resources.

- ii. The Career Connect program has 120 students and is going great.
- iii. Joan sent the most recent IR data to Directors. Feedback from the new student focus group was overall positive. New students did not realize how many services were available. They are now working on SLOA. Thanks to all who have helped with this effort.