
MEETING NOTES FOR JUNE 11, 2018

Present

Estela Gutierrez, Sharon Wurm, Joan Steinman, Andy Hughes, Natalie Brown, Kaylene Brady, YeVonne Allen, Tony Futia, Yuliana Chavez, Sidney Sullivan, Amber Burroughs, Nicole Shimabuku, Naomi Okada and Cameron Tuttle

1. Estela's Updates

- a. Student Services & Diversity Council Meetings
The group agreed to cancel the July meeting and begin meeting again in August.
- b. Reflections from this year
Estela complimented all the departments on their hard work and the success stories in their areas. She is very proud of what the division accomplished. Accomplishments this year include the successful Nevada Promise Scholarship roll out; great organization with the students in SGA; 1,000 visitors in the DISCO which is an area we are already outgrowing and an increase in scheduled activities. Estela also noted that people are becoming more familiar with Student Conduct processes.
- c. First Floor Redesign
The Pennington Foundation is interested in funding the redesign. The initial plan is to include ideas to create more student success and student space. Estela advised that the planning group will include people who don't usually get involved in changes.
- d. Pending Retirement
Sharon Wurm will be retiring in 16 months. We will need to begin planning for that change.
- e. President Hilgersom was granted a three: year contract.
- f. Board Of Regents (BOR)
Two replacements for Board of Regent members are pending. The Regents approved a 4% percent fee increase beginning in Fall 2019. This increase would continue for the next four years. The Regents spoke about a locked in tuition and fee amount for a two: year period for community colleges. This idea may be revisited in the future. The Diversity and Advising reports delivered during the BOR meeting were great! Thank you and good job to all involved!!
- g. Survey Results for All Discussions
The joint leadership team will meet to discuss the results and vote on the option to become effective this Fall semester. The survey results favored establishing a "water cooler" email group option that requires employees to opt in and eliminating "all discussions". Sharon Wurm added that it is recommended that all cabinet members opt-in. There will be clear guidelines for utilizing the email group. TMCC may control the manner, time and place of this communication venue.
- h. The excess credit fee will remain in effect until further notice.
- i. Student Services & Diversity Leadership Retreat
The retreat is on Fri. August 17 and will focus on goals for the division, redesign for the downstairs area and academic advising.
- j. Fiscal Year 19 Focus
Next year we will focus jointly with the rest of the college on retention. Sidney Sullivan will be part of the enrollment management team along with Andy Hughes.
- k. Food Services Analysis
TMCC is under contract with Chartwell's through next year. Under the current contract, TMCC covers up to a \$40,000 shortage each year. This is renegotiable next year. Chartwell's is currently hiring for the open manager position in the cafe.

l. International Student Services

This program doubled the fee monies that came back to the institution as a result of international student recruitment. Please talk to Estela if you have questions about this program.

m. Professional Development

Estela emphasized that professional development is important for our personnel. A type of advancement model would be beneficial for our institution. It would help us retain qualified personnel.

n. Estela is on annual July 2–6.

2. Unit Updates

a. Admissions & Records: Andy Hughes

Thank you to all who helped with commencement! It was an extremely successful event. They will try to shorten up the program next year. Admissions and Records is temporarily relocated to Sierra 110 during the carpet installation in RDMT 319. They hope to return to their suite next week. The new FERPA video is out for new employees to view. Employees who have contact with student data must complete FERPA training. Please make sure that all staff refresh their training every two years. This is a best practice. Andy is working to add the FERPA training to the list of biennial mandatory trainings. Andy is out Wednesday–Friday of this week for an assessment and persistence conference.

b. Equity, Inclusion & Sustainability: YeVonne Allen

Diversity initiatives were highlighted at the BOR. The DISCO, HSI strategic plan and Men of Color programs were included in the presentation. The goal of their diversity initiative is to continue to be pro: active instead of reactive. They created a new pamphlet called “In It Together” to create a professional standards document to remind people of our values and shared ethical principles that we can support. YeVonne plans to release the brochure once finalized by Marketing and Communications. She attended the National Conference on Race and Ethnicity in American Higher Education (NCOR) the week after Memorial Day weekend. She highly recommends attending this conference. Note that July 28 is the Northern Nevada Pride event.

c. AOR/Jacobs Presidential Scholars: Amber Burroughs

Amber introduced herself to the group. She reported that their Jacobs Presidential Scholars program donors come to visit TMCC every year. They hired an adult recruiter, Carlos Castro: Peralta. They are working with employers who do tuition reimbursement via the Career Center. Currently, the AOR representatives provide tours of the Edison facility.

d. Career Center: Sidney Sullivan

The Stitch for a Cause event had 15 people from many areas of the college attend the initial meeting. The group meets every Wednesday at 1 p.m. in the DISCO. The community garden is going well. All the beds are planted and being auto: watered. Every 2–3 weeks there is a group of students who tend to the garden. The Career Center staff are reviewing their goals and working to develop a plan of how to improve their area/s. The interview workshop created by Kelley Wong is online in test phase right now. Marcie Iannacchione is working with students on their soft skills and is having some good results. They will be recruiting for the Air Races booth again this year. They are also working to establish a connection with the Reno Housing Authority in order to offer workshops for individuals participating in that program.

e. Counseling: Cameron Tuttle

The Counseling Office suite will soon have a designated conference room. Joan Steinman volunteered to give up her office space to accommodate the conference room for group work. Estela noted to add a conference room to the wish list for the re: design. Cameron is working with the student workers preparing for the next academic year. Student workers in the Counseling area are going to be serving as peer mentors next year.

f. AOR: Yulianna Chavez

They are still hiring student workers. Please refer students looking for employment opportunities to AOR. The kickoff for Success First is next Tuesday from 10 a.m–Noon. New student recruitment is going well. It is up 279% from last year. The final results of the Nevada Promise enrollments will be released in August. The mascot was moved from Student Life and Development to AOR. All website information regarding the mascot is updated and new procedures are completed. TMCC departments will not be charged for mascot

services. The mascot change announcement will be released once a person is hired to fill the position. Note that the summer program starts tomorrow.

g. Student Conduct: Tony Futia

They pulled more reports this Spring semester than all of last year. He is seeing more students with serious mental health issues. Tony gave a few examples of the types of cases he received this semester. He reported that he developed relationships within the institution and with outside agencies which has proved to be beneficial. These relationships helped resolve issues in an efficient way.

h. Student Government Association (SGA): Nicole Shimabuku

They have a new group of students. The new SGA President is a TMCC High School student. Summer training for the new group is scheduled. The SGA changed their constitution to include two hired positions that were converted from elected positions. This will help create continuity with the students to keep things stable throughout the year for the group. SGA members will be tasked with developing projects that they will implement throughout the year. SGA members want to serve on committees, so please send that information to Nicole. They are also looking for front desk student workers.

i. Tutoring and Learning Center (TLC): Naomi Okada

They may be located in Vista 206 temporarily during construction. Supplemental instruction is proving successful. Math and Science visits increased by 150%. The sections with imbedded tutoring numbers are coming back very positive. Naomi added that the TLC rents out calculators to students. They are working on trying to create a new process for online payments of these rentals. She is collecting information from other areas in the college that would benefit from utilizing an online payment process to support this idea. If you have some use for this type of payment process please send information to the tutoring email address so she may collect the supporting information. Note that Michelle Montoya is out for the rest of the week, returning on Monday.

j. Retention and Support Services: Joan Steinman

The contract with UNR for counseling services for TMCC students works well and they are continuing with the process next year. The Re: Entry program has two new populations, SNAP and Justice System Involved Persons, that it will be serving. They will be doing the getting ahead program again. Kristen DeMay is going to be part of the learning community. Joan will be out Wednesday–Friday of this week at an assessment and persistence conference.

k. Academic Advisement, Transfer Center & International Student Services: Natalie Brown

Advising appointments are now three days out. Some of TMCC's advisors are becoming known in the national academic advising field. Tara Connolly and Sione Lavaka were selected to give one of three national webinar presentations. It will air on September 12, from 11 a.m.–Noon. Please join the Academic Advising team to watch their webinar! Amy Blomquist's last day is the end of this month. The send: off event is scheduled for Tues. June 26 from 2–5 p.m. in the DISCO. The search for that position failed, so we will have a one year temporary employee in that position for now. Ben Davis agreed to fill that advising position. They are also hiring a Gateway mentor advisor. Her name is Rebecca Thomas and she was the part-time coordinator last year. Part of her training is learning academic advising information. Academic Advising is working on their annual report. It should be finalized the first or second week of July. The International Program Manager search is pending. There are twelve more international students in the pipeline. Natalie added that we have a higher level of retention of our international students. Estela added that the NIC directors are coming to visit our campus on Wed. July 11. TMCC is waiting for updated visa status so we may begin our Peruvian exchange program. Exciting things are happening in the area of International Student Services!

l. Financial Aid and Student Success: Sharon Wurm

PeopleSoft will be down this weekend. The VRC successfully hired Felipe Gutierrez De Alba permanently. He is doing veterans outreach. The VRC participated in the Ruck Walk from South Las Vegas to the Veterans Memorial Cemetery in Fernley. TMCC is also the first and only Purple Heart School in Nevada. Angela South was permanently hired for the Nevada Promise Scholarship program. They are all enrolled. The Promise student count is at 395 right now which includes students who completed their requirements. They anticipate that only about half of that group will need the Promise funding because many will receive Pell monies. Financial Aid applied for a grant that offered a FAFSA challenge to raise the FAFSA numbers by

5%. Sharon explained that this should be very easy to accomplish as a result of the NV Promise students. FA was approved for the \$40,000 grant. If they have the highest number of all participants, that college receives \$100,000. If you need FAFSA workshops, contact Elisabeth Saldana. The Workday Project Manager is on campus tomorrow to meet with them to work out some Workday report problems. Auditors are in Financial Aid Monday–Friday this week. Sharon is out of the office June 25–29 and Natalie will be in charge of all Financial Aid and Student Success areas while Sharon is out.

m. Student Services & Diversity: Kaylene Brady

Please send your new hire information and photos to Kaylene for inclusion in the Monday Minute edition in August. The IR data requests are due to your directors July 3. Please send your new ID lists to Kaylene by Tue. July 3. I am also attending the assessment and persistence conference Wednesday–Friday of this week and will be on annual the following week returning to work on Monday, July 2.

3. Standing Items – no updates.