
MEETING NOTES FOR FEB.11, 2019

Present

Nicholas Arbelaez, Keith Bingham, Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Tony Futia, Estela Gutierrez, Robert Hernandez, Andy Hughes, Jay Jorgenson, Michelle Montoya, Tamera Mooney, Karen Rubio, Tina Ruff, Nicole Shimabuku, Joan Steinman, Sydney Sullivan, Zachary Totans, Cameron Tuttle, Sharon Wurm

1. Introductions of New Student Services and Diversity (SSD) Staff Estela:

Introductions all around for Nicholas Arbelaez, Head Coach/Fitness Center Coordinator and Keith Bingham, Associate for Student Life and Development.

- a. Nicholas Arbelaez was hired as Head Coach for both Men's and Women's Soccer at TMCC. In addition, Nicholas is the new Coordinator for TMCC's Fitness Center. Nicholas was born and raised in Las Vegas where he began playing soccer at a very early age. Nicholas has coached high school, collegiate and club level soccer for the last 12 years, most recently at Lake Tahoe Community College. Welcome Nicholas!
- b. Keith Bingham is our new Associate for Student Life and Development. Keith holds a Master's Degree in Educational Leadership and has over 14 years of experience working in higher education in many different capacities. Keith will provide administrative support to the Student Life and Development office, assist with the planning and review of student life programs and events and provide oversight of student organizations as well as the TMCC chapter of the National Society of Leadership and Success. Welcome Keith!

2. Estela's Updates:

- a. Budget-The upcoming budget for the Nevada System of Higher Education (NSHE) is at level funding with very little up or down change for TMCC. The three percent Cost of Living Adjustment (COLA) is expected to pass.
- b. Resource Allocation Process (RAP) - The next RAP submission is in March, but any funding approved for this fiscal year would need to be expended by June 30. The RAP for 2021 staff requests will take place this fall.
- c. Board of Regents (BOR) – There are three new regents on the board. The BOR is scheduling more special meetings and summits. There is a big push for advising and retention success strategies.
- d. Library & Office Reassignment – The Library is done! There are ongoing discussions regarding the Bookstore space and how best to utilize it. Definite space and/or plans have not been finalized for the Bookstore. One option is to house Academic Advisement in the existing Bookstore space, but as of now, there is not a viable plan for this move. Estela will keep the Council updated.

3. Unit Updates:

- a. Admissions and Records: Andy
Commencement is on Friday, May 24, at Lawlor Event Center. The ceremony is at 4:30 p.m., but doors will open at 3 p.m. Breonna Shiling will once again sing the national anthem for us. Breonna did an amazing performance of the Star Spangled Banner at last year's graduation ceremony. Testing for People Soft 9.2 to begin as soon as possible for a go-live date in July. UNLV has already implemented People Soft 9.2.

- b. Financial Aid and Student Success (FA): Sharon
February is Financial Aid Awareness Month and FA will host a Financial Aid Awareness Open House on February 13. Last year TMCC was one of 25 institutions/cities in the U.S. to be awarded a \$40,000 grant with the goal of increasing the Federal Application for Student Aid (FAFSA) completion rates for the class of 2019 by 5 percentage points. So far, FAFSA completions are up by 5.2 percent and FA is on track to achieve the grant goal by June 30, 2019. The college/city that wins the challenge will receive \$100,000. FA will host a FAFSA Fiesta night on February 28 for students and parents who need assistance with the FAFSA and/or have questions. In addition, since August of 2018, FA has facilitated 60 FAFSA workshops, hosted the Fastober event in October and is holding year-round workshops at the high schools and at TMCC. FA is holding drop in scholarship workshops which can be found on the SSD and TMCC calendars. They are close to filling their open AA II position now and are preparing for a national search to fill the open FA compliance position currently filled by a temporary employee.
- c. Student Services and Diversity: Kaylene
Please send Kaylene a list of all students and staff from your areas who are graduating. Two weeks advance notice is required for "All Mailboxes" email requests. The President's office would like prior notice of celebration events for students, so that the President can attend the event if her schedule allows. Kaylene will coordinate with the President's office for possible inclusion in SSD student celebrations. Please send event details to Kaylene as soon as they are available. The Marketing and Communications office now has an online form for project requests. Projects will be prioritized as they are submitted, so all employees and student leaders need to use this form for their project requests. Please send March calendar updates to Kaylene.
- d. Access, Outreach and Recruitment (AOR): Yuli
There are only a few months left on our seven year GEAR UP grant. AOR is requesting one more year. Yuli will update the Council when a decision is made. The online Wizard the Lizard booking request form is now available on AOR's web page. Jump Start is up 50 percent this semester. The Nevada Promise students have a 10 percent higher retention rate than other students. Spring enrollment for new students is up by five percent. There is no age limit for the Summer Bridge Program, but students must be first-time, full-time and first generation students.
- e. Career Services: Sidney
The Dandini Spring Job and Internship Fair is on March 27, in the V. James Eardley Student Services Center at Dandini campus, the PATC Job Fair is on April 24 at the William N. Pennington Applied Technology Center and the Veterans Job and Resource Fair is on May 3, in the Student Center at Dandini campus. The Career Center's Spring workshops are scheduled and posted. Sidney will attend a meeting in Las Vegas to discuss the development of soft skills curriculum for Nevada System of Higher Education (NSHE) students. Sidney is receiving many requests for in-class presentations this semester. The Employer Appreciation Luncheon is scheduled for March 7. They are working with more faculty and expanding the Internship program. Postings for student workers are up. Send students who need work to Sidney. The Career Center may be getting a new name and the most popular choice at this time is the Career Hub, but nothing is final yet.
- f. Academic Advisement, Transfer Center and International Services: Natalie
For the Gateway student cohort we are 86 percent compliant in English with a target of 90 percent and 80.6 percent compliant in math with a target of 85 percent. Gateway drop holds are in place and students are required to submit documentation to drop, or can choose to audit the class. International Services is hosting the International Coffee Hour again this semester. The new international students are moving forward. International Services is already rolling on recruitment for Fall. The International Program Manager, Beth Loureiro, was with us for a short time during the Fall, but ultimately decided to take a position elsewhere. International Services will re-post that position in May. Academic Advisement saw

2,447 students during their three week drop-in period. Now they are back on an appointment schedule and same-day appointments are available at this time. Advisement is currently working on transfer agreements with the University of Nevada at Reno (UNR) for 2019/20. Agreements are close to completion on our end. They are also working on reverse transfer. Academic Advisement is hiring three Advisor positions to begin on July 1. Two are state funded and continuing positions and the other is a temporary one-year commitment. Positions should be posted by May.

g. Veterans Upward Bound (VUB): Robert

Last week FERN 45, a local non-profit organization that raises funds for veterans programs and organizations, donated \$10,000 to the VUB program. The funds will be used to enhance technology in the VUB office. VUB is doing some recruiting in outlying areas and they are looking for part-time help with this effort. Ten scholarships were awarded to VUB students as a result of the donation from Arizona's Supporting Education and Employment for Veterans (S.E.E.4VETS) organization.

h. Counseling Center: Cameron

The Counseling Center is forming a group that will do volunteer work for the agencies/entities that help TMCC and/or the Nevada System of Higher Education (NSHE). The volunteers can be staff or students. Let Cameron know if you are interested in becoming a volunteer. The "Fill a Bag Campaign" is underway and empty bags were delivered to departments today. If you are able, please fill the bags with personal hygiene and other items that will help students who are in need of assistance. Examples of items needed are listed on the bags. The bags will be collected by Counseling and provided to students through the Wizard's Warehouse.

i. Student Life and Development: Keith

Three new student organizations are the Clay Club, the Mindfulness Club and the Red Cross Club. This month The Student Government Association (SGA) is sponsoring the "Cupid on Campus" event on February 14 and the blood drives on February 21 and 22.

j. Athletics, Health and Wellness: Tina

They are replacing some gym equipment in the Fitness Center as well as hiring new student workers. A big thank you to Valerie Lambert in Student Employment for all her help. If you are interested in registering for the Spring Fitness Challenge, Tina Ruff, or Cameron Tuttle are the Wellness Committee contacts. If you would like to support TMCC Athletics and become a member of the Mighty Lizards Club, please visit the Athletics website and you can fill out the form and donate online! Coach Arbelaez has many local ties and is in the process of hiring coaching assistants for both men's and women's soccer. Our first 18 game schedule is set. Tryouts for student-athletes will take place on March 22 and 23. Each soccer team will have 24-25 student-athletes and 28 prospective student-athletes applied to TMCC last week. So far, three groups are in place to provide additional support in adding and growing our Athletics program at TMCC. Two are internal and they are an employee support team with staff from both Academic Affairs and Student Services & Diversity and a task force for the mighty lizard logo which is currently being updated. The other group is the Athletics Advisory Team and has both college and community membership. Tina will provide a rules and guidelines session to TMCC staff regarding Athletic programs and she is currently working on a policies and procedures manual.

k. Veterans Resource Center (VRC): Zachary

Felipe Gutierrez, Courtney Hytinen and Susan Elbe presented Points of Contact: Bridging On-and Off-Campus Resources to Serve Military Connected Students at the NASPA Military Symposium 2019. The Veterans Health Organization (VHA) partnered with the Substance Abuse and Mental Health Services Administration (SAMHSA) to bring its Mayor's Challenge to Prevent Suicide Among Service Members, Veterans, and their Families to cities and counties across the country beginning in 2018. Zachary was recently chosen to be part of this Challenge team. The "Operation Battle Born Ruck to Remember" march is

on May 17 this year. Veterans and volunteers across the state will take turns walking and carrying ruck sacks with dog tags representing all of our country's fallen service members since September 11, 2001. This year, northern marchers will begin at the Battle Born Memorial in Carson City on May 17 and finish in Tonopah on May 22. Southern marchers will take over in Tonopah and finish all the way to Boulder City.

l. I. Tutoring and Learning Center (TLC): Michelle

Grand opening for the Learning Commons is March 6. They have a new lab called the Fine Focus Learning Lab. It is a student designed lab with a science environment. There are laptops available for students to checkout. Group reviews and workshops are available and students can make tutoring appointments online from the TLC webpage. Naomi Okada, is no longer working at TMCC. That position which coordinates math and science tutoring, is being filled by a temporary employee for now, but will have an upcoming search.

m. Adult Recruitment: Amber

The Career and Technical Open House night is February 20. Please encourage all to come. Amber is helping with commencement again this year and will be coordinating the working activities of the commencement volunteers. Offices will be allowed to close, so that staff can volunteer to help. They will have walkie-talkies for volunteers to use this year. Adult recruitment is up 11 percent. Please read the SSD Dialogue to Discussion (D2D) summary that was sent out today. Overall it is positive, but there are areas for improvement.

n. Retention and Support Services: Joan

On March 14 there is a Starfish Readiness Assessment with consultants as part of the contract agreement with Hobsons. The President's leadership team will do the assessment. TMCC's Dental Hygiene program is partnering with the Getting Ahead program to bring hygiene awareness and reduced-cost services to qualifying members of this population. Coming soon we will have a shuttle that provides transportation to students between the TMCC and UNR campuses. It will be called be the Lizard Transit Authority. NSHE added a budget line for expansion of the Justice Program. On April 5, TMCC will host the second annual Nevada Association on Higher Education and Disability (AHEAD) conference.

o. Student Life and Development: Nicole

They are excited to have Keith here! SGA elections are coming up. Tabling for elections is from March 11–April 1. There are five registered sex offenders on campus this semester.

p. Jump Start: Karen Rubio

The new Memorandum of Understanding (MOU) between TMCC and the Washoe County School District (WCSD) for the Jump Start program is finalized. There are 29 dual credit courses at 11 high schools. Reed High and McQueen High are now part of our Jump Start program. They will have an electronic application for the program, so students should soon be able to enroll online. Please direct all questions regarding the Jump Start program to Elizabeth Loudon and/or Karen Rubio.

q. Disability Resource Center (DRC): Jay

There are no major issues in the DRC at this time. Students are settled in for the Spring semester and doing well.