
MEETING NOTES FOR APR. 08, 2019

Present

Yevonne Allen, Yuliana Chavez, Estela Gutierrez, Robert Hernandez, Andy Hughes, Marcie Iannacchione, Michelle Montoya, Tamera Mooney, Brendan Patin, Karen Rubio, Tina Ruff, Nicole Shimabuku, Joan Steinman, Sidney Sullivan, Cameron Tuttle, Sharon Wurm

1. Estela's Updates:

- a. Estela reviewed the annual evaluation process.
- b. Academic Advising-NSHE institutions are to maintain a student-to-advisor ratio of no greater than 350:1 by 2023.
- c. TMCC Strategic Master Plan-We need to compare to the Student Services and Diversity (SSD) Strategic Plan for redundancy.
- d. SENATI-Four TMCC student finalists were selected to go to Peru in July for our exchange program with SENATI. The program is slated for July 8-July 26. Closing ceremony is on July 26.
- e. Out of Office: 4/22-4/28/19-Estela is out of the country for international recruitment during this time. Andy Hughes is in charge during this time.
- f. Executive Directors will implement mini 360 feedback reviews for their directors and program directors. The lists of constituents for the directors and program directors are due to Estela on May 1.
- g. The SSD Council will meet on Monday May 15 and then we will adjourn this meeting until Monday, August 12.

2. Standing Items:

- a. Cabinet-N/A
- b. Planning Council-Sharon-First reading and discussion of policy for students who miss class for TMCC sanctioned events. Tina Ruff created and submitted this policy to the Vice President of Academic Affairs (VPAA) and the Vice President of Student Services and Diversity (VPSD). The policy creates procedures that require the student to inform their instructors about the planned absence and the instructor would then allow them to make up the work. Let Kim Studebaker know if you have any suggestions for additional services needed from the Police Services Advisory Board. The International Faculty Committee is working on wording to spread awareness about TMCC throughout the world when they are abroad. They would also like to have local international houses where students can live while they are here on an informal basis.
- c. Academic Affairs & Student Services- Sharon-Missed class policy presented at this meeting. Jump Start students aged 14 years and under will be required to have an in-person interview (possibly with a counselor) before joining the Jump Start program.
- d. Accreditation Committee-N/A

- e. Budget Allocation Committee-Sharon-Last year some Resource Allocation Process (RAP) requests were coded as one-time funding rather than ongoing funding until the biennial budgets were finalized. These RAPS are now coded as ongoing allocations.
- f. Enrollment Management Committee-N/A

3. Unit Updates:

- a. Athletics, Health and Wellness:
Tina The soccer signing event is tomorrow, April 9. This is a very exciting event for student-athletes and their parents. Please attend if you are able. On August 15, as part of the Fall kickoff event, they will have festivities on the new soccer field. The Student Services and Diversity (SSD) division will close its offices, so all staff may attend this event. The Mascot is not yet finalized. Follett on Demand (web store) is hopefully coming soon and we may be contracting with another company for gear as well, but the sales would be online or offsite.
- b. Equity, Inclusion and Sustainability:
Yevonne The Northern Nevada Diversity Summit is Thursday, April 11 in the Joe Crowley Student Union. Yevonne will co-present with President Hilgersom at the NSHE Closing the Achievement Gap Summit on April 12. April is Earth Month. Join the TMCC Green Team and help with sustainability and resiliency efforts for our Earth. TMCC is mandating that any new software requests be submitted through the Disability Resource Center's accessibility checker. The Diversity Ombudsmen are trained. The Ombudsmen are Precious Hall, Miguel Martinez and Lee Raubolt. They are starting a partnership with the Association for the Advancement of Sustainability in Higher Education (AASHE).
- c. Jump Start Program: Karen
For the upcoming fall semester, there are 1200 prospective students and 32 cohort classes for the Jump Start program. They are looking for EPY 101 instructors to teach online EPY classes this Fall. The Jump Start and CTE programs co-presented at the Planning Council meeting this morning.
- d. Adult Recruitment: Amber
The William N. Pennington Applied Technology Center (EDSN) will have their Spring Job Fair on April 24 from 4-7 p.m. They are busy giving tours of EDSN to a variety of student groups right now. Community events in the summer are very important for adult recruitment and they will staff summer events. Contact Amber with info and/or questions regarding staffing for events.
- e. Access, Outreach and Recruitment (AOR): Yuli
The Spring Open House is on April 9 from 6-8 p.m. in the Student Center. The deadline for Nevada Promise Scholarship students to file their Free Application for Federal Student Aid (FAFSA) was April 1. Jennifer Zarco is now recruiting for the Summer Bridge program. AOR's web page has an online booking form for Wizard the Lizard if you would like to book this mascot for an event.
- f. Veterans Resource Center (VRC): Brendan
They are busy certifying and submitting course forms for VA students right now. Brendan Patin and Felipe Gutierrez will attend a VA training in Las Vegas on April 17 and 18. They are still working on logistics for the Operation Battle Born-Ruck to Remember. Contact the VRC if you would like to participate in the Ruck. Additional details can be found here.
- g. Career Center: Marcie
The spring Job Fair at Dandini was very successful! They had 67 companies and some of the employers interviewed and hired job candidates on the spot. Next is the Job Fair at EDSN followed by the Veterans Resource and Job Fair at Dandini campus in May.

h. Counseling Center: Cameron

April is Counseling Awareness month. TMCC's Counseling Center in partnership with "Art With Impact" is hosting the interactive workshop "Our Bodies Our Mind" on April 18. This workshop deals with sexual violence in our communities. Services offered through TMCC's Counseling Center include personal and crisis counseling, career counseling, student support programs, diversity support, resources, referrals and suicide prevention.

i. Financial Aid and Student Success (FA): Sharon

Kevin Howell is the new Financial Aid Compliance Coordinator. FA is reviewing their web page this year and on April 30 they will decide their unit goals for next year. They will undergo a Grant Thornton Audit in June. FAFSA numbers are up from last year.

j. Admissions and Records: Andy

Jovonna Puertos is the new Administrative Assistant for New Student Services and they are super busy right now. The Testing Center administered 995 tests in the month of March and the Welcome Center provided 24 tours. The Foster Youth Summit is on April 19. May 23 is Commencement walkthrough and May 24 is Commencement.

k. Veterans Upward Bound (VUB): Robert

The Veterans Pocket Guide, which contains enrollment steps and other important info for VUB students, is updated. The Supporting Education and Employment for Veterans (S.E.E.4Vets) organization is planning to donate money to the VUB program again next year and they are also planning a visit to TMCC.