
MEETING NOTES FOR AUGUST 12, 2019

Present

Yevonne Allen, Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Tony Futia, Estela Gutierrez, Robert Hernandez, Andy Hughes, Leslie Jia, Tamera Mooney, Karen Rubio, Tina Ruff, Joan Steinman, Amanda Stibick, Sidney Sullivan, Felipe Gutierrez De Alba

Guest

President Karin Hilgersom

1. Estela's Updates:

- a. Welcome to new employee, Amanda Stibick, Program Manager, International Student Services! And welcome to Felipe Gutierrez, VRC Coordinator, and Leslie Jia, Director, Financial Aid, in their new management roles for Student Services and Diversity!!
- b. Student Services held the first ever Administrative Faculty Days event and it was a great success! Estela thanked all present for their hard work on and attendance at this event. Student Services and Diversity holds many events during the summer.
- c. The cost and process for online EPY classes is helping to drive enrollment up. Discussion on making sure we offer resources for instructors to help them offer assured quality online classes. Dr. Melanie Purdy, TMCC Counselor, offered a workshop on this topic in the past and Natalie Fischer, TMCC Web College Associate, has also met with faculty about assured quality online classes.
- d. The second part of our exchange program with SENATI in Peru was a huge success with participants describing the program as a great experience! The program was made possible by the 100,000 Strong in the Americas Grant.

2. President Hilgersom's Updates:

- a. Due to the state funding shortfall for the Cost of Living Adjustment (COLA) to the Nevada System of Higher Education (NSHE), each NSHE institution came up with plans to close the shortfall for their respective colleges. Plans to close TMCC's shortfall include:
 - Delaying position hires when convenient to do so (does not apply to existing position refills)
 - Hiring only one or two new positions the first year of the biennium other than position refills
 - Reducing administrative travel for a few years, i.e., sending staff to the National Institute for Staff and Organizational Development (NISOD) conference every other year rather than every year and traveling only when necessary
- b. TMCC is moving away from Chartwells Food Service and will soon provide a different kind of menu with more healthy options to choose from. By popular demand, the grill will remain and fries will still be on the menu. With the change in food service comes catering freedom, so faculty, staff and student organizations will be able to order food from other more affordable restaurants and grocery stores for their events. These changes are scheduled to take place on September 3, but could be delayed.

- c. The architects are very close to completing 3D flyers with preliminary views of the East View Building spaces. The building will have a culinary arts wing with a restaurant including terrace seating, a theatre, a large event space and a robotics space.

3. Standing Items:

- a. Cabinet-Andy-The Athletic Code of Excellence shown here is now on the Athletics Soccer website and details compliance and behavioral requirements for student-athletes and the college personnel who work with them. It is strictly forbidden to give preferential treatment to any student-athlete for any reason! If you have questions, please ask.
- b. Planning Council-N/A
- c. Academic Affairs & Student Services-N/A
- d. Accreditation Committee-N/A
- e. Budget Allocation Committee-N/A
- f. Enrollment Management Committee-Andy-Enrollment is up three percent!

4. Unit Updates:

- a. International Services: Amanda
Amanda had a great first week on the job and all is well with International Services at this time.
- b. Academic Advisement & Transfer Center: Natalie
Drop-ins began today and will run through September 30. Gateway drop holds are placed and students need required documentation to drop. At this time we have 87.7 percent compliance in English and 79.9 percent compliance in math. Natalie's new office is RDMT 111 I. Everything is going great and Natalie is not traveling anytime soon.
- c. Veterans Upward Bound (VUB): Robert
VUB is in the process of revising their documents. They are working on a referral form. Lots of employers want to hire vets and a referral form will help facilitate that.
- d. Retention and Support Services (RSS): Joan
Heidy Priestly was hired to backfill in Counseling for Kristen who is on sabbatical. Counseling is now available for Blue Jean appointments. RSS is short staffed at this time as there are several people from Joan's areas who are on extended leave. The Disability Resource Center is online for students to send documents electronically. The second group of Justice Involved Vocational Education (JIVE) program students will graduate Friday, August 16.
- e. Student Conduct and Disability Resource Center (DRC): Tony
Tony is working with DRC and they are busy getting ready for the first week of school. All is well.
- f. Equity, Inclusion and Sustainability (EIS): Yevonne
They will have their first ever Diversity Track workshop series for Professional Development Days. There are six courses that faculty/staff may attend. If at least four courses are completed, then the faculty/staff member will receive a certificate. They hired four new student workers in EIS. The City of Reno passed the first Sustainability Climate Action Plan.
- g. Athletics, Health and Wellness: Tina
The Kickoff is August 15. We will march to the field at 11:30 and all are welcome to join the march. The official program starts at noon. The Reno 1868's Mascot, Truckee, will be here for the Kickoff and there will be photo opportunities. Andy and Yevonne have identified plenty of volunteers to help with the event. Please wear your soccer gear to the Kickoff. Brian Slusser is the new Interim Head Coach. Brian is an A License Coach with 20 years of experience in the coaching field.

- h. Jump Start: Karen
They are 116 percent up in new high school student enrollment. As of July 1, Betty Cervantes is our new Jump Start Specialist! There are 50 cohort classes for Jump Start this Fall!!
- i. Student Services and Diversity (SSD): Kaylene
Please send your event information to Kaylene at least two weeks prior to the event for inclusion on the calendar. Kaylene is working on the VIP process with Marketing and will let us know when it is finalized. Please RSVP to your calendar invite for the SSD Annual Report Forum scheduled for October 11.
- j. Veterans Resource Center (VRC): Felipe
The VRC is in the process of going paperless. Right now they are 100 percent paper. They are working on certifications and have 200 out of 400 completed. The VRC will hold a Ruck for Life on September 10 at 5:30 p.m. This is a Veteran led event that welcomes all persons affected by suicide to participate. The event will begin with a viewing of the film "The Ripple Effect" in Sierra 108 and the Ruck for Life will begin at 8 p.m. in the Plaza and will travel along the Par Course walking path around Dandini Campus. Walkers will carry Dog Tags, luminary items and sage as reminders of the current daily rate of veteran suicide and to honor individuals who have succumbed to suicide.
- k. Career Hub: Sidney
They are not yet sure when they are moving to the Meadowood site, but they are very excited about the opportunity to work in that centrally located area of town. Sidney recently visited eight companies ready to interview and hire immediately. Internships and non-credit work experience programs are becoming very popular! They had nine internships this summer! Fall Job Fair dates are October 9 at Dandini, October 23 at William N. Pennington Applied Technology Center and the Veterans Job and Resource Fair is on November 15 at Dandini.
- l. Adult Recruitment: Amber
Everything is going well. They are recruiting for all kinds of students. The Jacobs donors have indicated their intent to continue their support for our Jacobs Presidential Scholarship program beyond 2021!
- m. Financial Aid (FA): Leslie
They are searching for a replacement for Leslie's previous Coordinator position. FA is open until 6 p.m. on Tuesdays and Wednesdays.
- n. Recruitment, Access and Outreach (RAC): Yuli
They got their new view books. The Board of Regents decides on dates and deadlines for the Promise Scholarship.
- o. Admissions and Records: Andy
The HISET, GED and Work Keys exams are being brought back to the Dandini Testing Center.