

# MEETING NOTES FOR OCTOBER 14, 2019

## Present

Yevonne Allen, Kaylene Brady, Natalie Brown, Amber Burroughs, Estela Gutierrez, Leslie Jia, Logan Lorentzen, Tamera Mooney, Amanda Stibick, Sidney Sullivan, Felipe Gutierrez De Alba

## Guest

Maura Hadaway, Learning Commons Director

### 1. Introduction: Maura Hadaway, Learning Commons Director

Maura Hadaway accepted the position of Learning Commons Director and began working at TMCC on August 1, 2019. Maura relocated to Reno from Laramie Wyoming where she served as the Associate Dean of the Luddon Library and Learning Commons at Laramie County Community College. Maura informed the Council about the changes in Tutoring. They are changing from a drop-in to an appointment based model in Tutoring. They are also planning to increase Supplemental Instruction.

### 2. Estela's Updates:

- a. COLA Shortfall-The list of funding resources being used to fill the gap for the COLA shortfall may change and Student Services and Diversity (SSD) stands to benefit from the change. Estela will know more after the Leadership meeting this Tuesday, October 15. Stay tuned.
- b. Bookstore Redesign and Other Moves-The design is not finalized but there is a promising version in the works. If accepted, this model would move the Bookstore to the existing Fitness Center (once the new Health and Fitness Center is open) Academic Advising and the VPSD office to the existing Bookstore, Counseling to RDMT 111 (currently the Advising Center) and RDMT 115 would become classrooms. All of these moves could be a year or two out if they do happen.
- c. Estela needs spinal surgery and will be out on FMLA from October 24, 2019 through January 24, 2020. During this time, the executive leadership for SSD will be in charge of the division as follows:
- d. November: Andy Hughes
- e. December: Joan Steinman
- f. January : Natalie Brown

### Standing Items:

- a. Cabinet-Natalie-An updated proposal was provided on the East View building. Presentations were given on Starfish and International Student Services.
- b. Planning Council-Roni Fox, Human Resources Director, presented on the service animal/pet policy for the third and final reading and vote. The policy was passed with a unanimous vote. Jim New, Vice President of Finance and Administrative Services (VPFA) presented the Host policy to the Council for a first reading. This policy will be brought for a second reading at the next meeting. President Karin Hilgersom presented an Early Notification of Retirement Incentive Request for Policy which passed unanimously. This policy would reward professional

employees with a \$1,500 flat stipend if they give notice of their retirement at least one year early. First reading is scheduled for the October Planning Council. Dr. Natalie Brown, Executive Director Advising and Access Services, presented updates on international student services and the benefits of having international students on campus. There is a new accreditation process and Dr. Melissa Deadmond, Associate Dean of Assessment and Planning presented on the 2020 changes to the NWCCU standards. The new emergency operation plan is available on the VPFA website and new emergency flip books will be placed in classrooms and offices.

- c. Academic Affairs & Student Services-N/A
- d. Accreditation Committee-The committee is in place and they will meet in December to discuss the changes to the NWCCU standards. The new standards take effect in January. There are no core themes in the new standards.
- e. Budget Allocation Committee-Resource Allocations Requests (RAPS) will be reviewed at the next meeting.
- f. Enrollment Management Committee-Natalie-We are up four percent in headcount and three percent in full time equivalent (FTE).

### 3. Unit Updates:

- a. Counseling Center: Cameron  
The Counseling Center and The Learning Commons partnered to host a series of workshops entitled "The Mindful Minute". The workshops are designed to bring students mindful based information for academic and personal success. All workshops are located in Library 106. There will be an article on the Wizards Warehouse in the next edition of Edible Reno. The Wizards Warehouse is expanding and students are more aware and making use of the pantry.
- b. International Student Service: Amanda  
Amanda recently attended international recruitment fairs in Japan and Vietnam. Amanda is the new International Club Advisor. There are eight confirmed students for spring and 23 still in the pipeline.
- c. Veterans Resource Center (VRC): Felipe  
All is going well in the VRC. On November 6, they will have a Marine Corp Birthday Cake Cutting Ceremony in the quad. They are co-sponsoring a Spartan Pledge Day event with the Faculty of Color Coalition. The Spartan Pledge is a commitment among veterans to not take their own lives, but rather stand for their fellow soldiers in times of despair. The event will also take donations for the Joshua Beal Memorial Scholarship in honor of TMCC Veteran student Joshua Beal. Engage Veteran Professionals (veteran networking event) and the Veteran's Resource Fair will be a combination event this year taking place on November 15 in the Eardley Student Center.
- d. Academic Advising & Transfer Services: Natalie  
Transfer Day is October 17 from 10 a.m. – 2 p.m. in the Eardley Student Center. Online scheduling for the Advisement Center is now available to all students using their TMCC login and password. Distance education appointments also available through online scheduling.
- e. Student Government Association: Logan  
Logan will attend our council meetings this semester.
- f. Equity, Inclusion and Sustainability (EIS): Yevonne  
Their staff and students represented TMCC at the NSHE Southern Nevada Diversity Summit where they met Attallah Shabazz, eldest daughter of Malcom X. Coordinator, Miguel Martinez, and two students attended the Hispanic Association of Colleges and Universities (HACU) Annual Conference and the students participated in the ¡Adelante! Leadership Institute! Wear purple on Thursday, October 17, for Spirit Day. Spirit Day is to speak out against LGBTQ bullying and show support for the LGBTQ community.
- g. Student Services and Diversity (SSD): Kaylene  
Kaylene thanked everyone for getting their calendar events to her early. Sharon Wurm sent a very nice note to all which Kaylene read aloud.

- h. Career Hub: Sidney  
They made the move to Meadowood and love their new space. They are still in the process of putting their office in order and figuring things out for their services. They had 60 employers at the Job Fair at Dandini on October 9. The Edison Job Fair is scheduled for October 23. Please help spread the word if you can. They are currently working on their schedule, so if you are unable to get ahold of them, please email and they will get back to you as quickly as possible.
- i. Adult Recruitment: Amber  
Yuliana is at a dual credit conference. Recruitment, Access and Outreach (RAC) is busy with high school recruitment. Adult recruitment is happening at casinos, festivals and community events. The adult recruitment office at Edison is giving tours of the Edison facility. They will be at UNR for the Western Association for College Admission Counseling (WACAC) College Fair on October 20. The recruitment fair is in the Joe Crowley Student Center.
- j. Financial Aid (FA): Leslie  
Leslie's previous Coordinator position is posted. Over 200 students and families attended the fourth annual Fastober event held on October 4. This event is to help students fill out their Free Application for Federal Student Aid (FAFSA) as well as their Promise applications. Recruitment, Access and Outreach (RAC), Academic Advising, Veterans Resource Center and Re-Entry Center staff also attended and provided additional assistance to students.