

MEETING NOTES FOR NOVEMBER 18, 2019

Present

Yevonne Allen, Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Felipe Gutierrez De Alba, Robert Hernandez, Leslie Jia, Logan Lorentzen, Michelle Montoya, Tamera Mooney, Tina Ruff, Nicole Shimabuku, Amanda Stibick, Joan Steinman, Sidney Sullivan, Cameron Tuttle

1. Estela's Updates:

- a. Estela is doing well after her surgery, but due to the extensive recovery process she will be on FMLA through January 24, 2020. During this time, the executive leadership for SSD will be in charge of the division as follows:
November: Andy Hughes
December: Joan Steinman
January : Natalie Brown
- b. The Student Services and Diversity (SSD) division will hold their office parties on December 18 from 3-5 pm.

Standing Items:

- a. Cabinet-Andy-N/A
- b. Planning Council-Joan-New policies for social media conduct and official college social media source were presented for a first reading. President Hilgersom presented a three step plan to revise TMCC's Strategic Master Plan with the first step taking place at the January kickoff event. They want to add a paragraph about the role of the Planning Council in shared governance to the shared governance document. Phase-in retirement form is being finalized. The Information Technology department would like to move forward with yearly online Cyber Security training for employees with and additional initial training for new employees. This was agreed upon and will be implemented. Dr. Tina Ruff, Athletics Director, presented the new Fitness Center fee structure.
- c. Academic Affairs & Student Services-N/A
- d. Accreditation Committee-First meeting is on December 12
- e. Budget Allocation Committee-Andy-We are advocating for the ½ position for Financial Aid.
- f. Enrollment Management Committee-Andy-They have taken on the role of co-requisite task force and their first meeting was on November 7.

2. Unit Updates:

a. Disability Resource Center (DRC) and Student Conduct: Tony

The DRC has an increase in students needing accommodations. Tony had to do an emergency removal of a student in late summer due to the student's behavior and a parole violation.

b. Counseling Center: Cameron

They are working with the Washoe County Health District (WCHD) to bring health screenings, sexual education presentations and free condoms and condom dispensers to TMCC. More information to come. Please donate to the fall food drive which will run through December 12.

c. Veterans Resource Center (VRC): Felipe

The VRC is finishing up with one of their busiest times of the year. In the past month, they have had many events, including, a flag planting event, the Marine Corps Birthday Cake Cutting ceremony, the Spartan Pledge Day, the Veterans Day Parade and the Engage Veteran Professionals networking event held in conjunction with the Veteran's Resource Fair. The VRC office is a designated drop off location for the winter coat drive.

d. Academic Advising & Transfer Services: Natalie

Natalie asked all present to please help support International Education Week (IEW) if they are able. The Graduation Rate Survey (GRS) cohort is the largest we have ever had with over 1,000 students. The on-track holds are placed and 23% of the students have had an in-person meeting with Academic Advising. Starfish duties are being divided between the Academic Affairs and Student Services and Diversity divisions. Details to come.

e. Student Government Association (SGA): Nicole

Two students in the SGA are working with faculty members on a fight song for athletics. SGA students are also working on a project to improve campus maps. SGA events for students during finals will include a paint party and tutoring event, a visit from Paws 4 Love Therapy Dogs and a coffee and bagels event. Details will be sent to all mailboxes.

f. Equity, Inclusion and Sustainability (EIS): Yevonne

EIS will hold a Men of Color (MOC) Mentorship Program Summit on Saturday, November 23. Executive Director of Admissions & Records, Andy Hughes, will be the keynote speaker. The Know Your Rights immigration presentation by ABE and Tu Casa Latina was well attended and informative. As of December 1, we can say that TMCC is 100% Green! The last in the series of Let's Talk Trash! Zero Waste Lifestyle is on November 27. On February 21, there will be a Bridges out of Poverty session led by Sidney Sullivan.

g. Athletics, Health and Wellness: Tina

The soccer season is over. The men's team finished with a 10-3-3 record and the women's team finished with a 6-9 record. This was a great season for our inaugural year! The Athletics annual report was completed and submitted to the Board of Regents. They are moving forward with the Head Coach search. The Mascot and the Fight Song are still under construction. Stay tuned.

i. Student Services and Diversity (SSD): Kaylene

Cheryl Scott, Director of Institutional Research, finalized our assessment data. Kaylene will send information out for departments to update.

k. Career Hub: Sidney

There is an increase in calls from employers wanting to partner with us and there are lots of internship discussions underway.

l. Adult Recruitment: Amber

They are busy with community events, including weekend and evening events, right now. They are in need of mentors and mentees for the staff mentorship pilot.

m. Financial Aid (FA): Leslie

The 2021 Free Application for Federal Student Aid (FAFSA) is out and there are no 1040 A or EZ forms. They are working to get the forms uploaded by the end of January. If students need help, please send them to FA.

n. International Student Services: Amanda

International Education Week is this week, November 18-22, 2019. Please join us for some or all of the exciting events planned if you are able. The list of events can be found [here](#). In December, Amanda will be working on spring travel and representation for TMCC when we cannot be in country.

o. Tutoring and Learning (TLC): Michelle

They are seeking opportunities to outreach and collaborate with departments. Student participation has dropped dramatically and they are trying to get students back in the TLC. They are also in need of tutors, so if you know of any potential tutors, please send them to the TLC.

p. Veterans Upward Bound (VUB): Robert

The VUB expanded their hours to include some evenings as well as Saturdays. They have reached one third of their mandatory enrollment.

q. Recruitment & Access Center (RAC): Yuliana

The Washoe County School District now has a single entry checkpoint system. TMCC Information Night is on December 5. There are 2,100 new NV Promise Applications and they are in need of mentors. Jumpstart students are being enrolled now.

r. Retention and Support Programs: Joan

They are working with Jan Evans Juvenile Justice staff on programming for justice involved youth. There is a potential Job Corp grant which would add case management components for students going to TMCC. They are working on adding the HOPE Labs Food Insecurity Survey and an Intake form to Starfish. The goal is to identify issues and reach out to students. Additional resources can be provided to students coming to campus by the community service agency. TMCC will hire an LOA for Starfish next semester.