

# MEETING NOTES FOR MARCH 9, 2020

## Present

Yevonne Allen, Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Susan Elbe, Tony Futia, Estela Gutierrez, Felipe Gutierrez De Alba, Robert Hernandez, Andy Hughes, , Tamera Mooney, Staci Miller, Tina Ruff, Joan Steinman, Sidney Sullivan, Cameron Tuttle

### 1. Estela's Updates:

- a. The Novel Coronavirus is spreading quickly across the U.S. right now and the Nevada System of Higher Education (NSHE) is asking us to prepare for a possible emergency situation. Please do not panic, but be aware and have your staff start preparing for the possibility of offering remote services. Check the CDC's website and be aware of travel advisories and cautions. Conferences and other events are being cancelled in many locations. There was a discussion in the President's Cabinet meeting this morning on the logistics of closing campus if it becomes necessary. Fortunately, if the college does have to close in-person services, we do have the technology to work from home.

For now we will use video conferencing technology such as Blue Jeans for our meetings rather than face to face gatherings. We will stay home when we are sick, social distance from each other and greet each other with an elbow bump rather than a handshake, or a hug. Please insure that you and your staff start wiping down work areas daily. If you need cleaning supplies, please call Facilities Services and let them know. Student Services and Diversity (SSD) will curtail business travel at this time. This is a fluid situation, so please stay alert and updates will be forthcoming as soon as they are available.

Kaylene is researching the technology needed for everyone to have Blue Jeans and will update us after her training. Please start thinking about how we can utilize technology, like virtual career fairs, online open houses, etc. Inventory your staff and find out who has internet to work from home and who does not. Assess the positions in your area to find out who can work entirely remote and who would need access to campus and the network for their jobs. Please submit a one page crisis preparation plan to the VPSD office for each unit in Student Services and Diversity.

### 2. Unit Updates:

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

Student Conduct is getting numerous calls on how to deal with student conduct issues and which issues to refer to other areas.

#### b. Retention and Support Programs: Joan

They are requesting that students who receive an emergency scholarship have a temporary hold placed on their account until they meet with a counselor.

#### c. Veterans Resource Center (VRC): Felipe

Felipe is meeting with the Chancellor and Vice Chancellor to discuss gaps in veterans' services and the possibility of ending the five year rule.

#### e. Academic Advising & Transfer Services: Staci

They will have Soar Part II workshops from April through August. They are encouraging students to make online rather than in-person appointments at this time.

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

TMCC won the National Association of Diversity Officers in Higher Education (NADOHE) Inclusive Excellence Award. 18 people attended Men of Color's annual leadership building camping trip at Lake Tahoe. American Indian/Alaskan Native Youth Summit is on March 13 and 14. Diversity Summit is April 2. Yevonne is coordinating with Institutional Research to work on census activities on campus.

**g. Athletics, Health and Wellness: Tina**

The Athletics report for the Board of Regents (BOR) was presented on Friday at the BOR meeting. The Fitness Center ribbon cutting is Friday, March 13. Athletic compliance and policy procedures are posted on the Athletics website.

**h. Student Services and Diversity (SSD): Kaylene**

Watch for commencement email with call to volunteers.

**j. Adult Recruitment: Amber**

The staff mentorship program is going great! They are doing lots of outreach to stay connected to students.

**k. Financial Aid (FA): Susan**

The AAll front counter position for FA is posting soon. Awards for next year are processed. They are currently discussing ways to get financial aid dollars to students sooner.

**m. International Student Services: Amanda**

Spring International travel is being canceled, or postponed till later. They are focusing on virtual outreach for now.

**n. Counseling: Cameron**

The Counselor search is going well. The successful candidate will have a 12 month contract. The second HIV/STD testing clinic is tomorrow.

**q. Recruitment and Access Center (RAC): Yuli**

The new Lizard mascot is coming soon! If you plan to have Wizard the Lizard at an outdoor event, please know that we are limiting Wizard to one hour only for outdoor activities. Also, you will need to ensure that Wizard has a room to change in.