
MEETING NOTES FOR OCTOBER 12, 2020

Present

Estela Gutierrez, Andy Hughes, Natalie Brown, Robert Hernandez, Tina Ruff, Leslie Jia, YeVonne Allen, Kaylene Brady, Tony Futia, Sidney Sullivan, Yuliana Chavez, Felipe Gutierrez De Alba, Amber Burroughs, Staci Miller, Cameron Tuttle, Karen Rubio

1. Estela Updates

- a. COVID-19 Update: Estela acknowledged that everyone is more stressed than usual. Remember that she is here to support us. Please take time to think of an activity that might help our group alleviate their stress and anxiety. Tina Ruff added that the athletes recently participated in Heart Math sessions lead by Melanie Purdy. A Heart Math session may be helpful for the group to work together to problem solve. The group made some observations of how their student populations are reacting to the COVID conditions: Many are concerned about finances, remotely learning environments, access to reliable internet service, uncertainty/fear about what life looks like, struggling with isolation and keeping their families well. Many observed that online classes are more work, many prefer in person courses.

Natalie requested clarification of the current COVID stage status. Estela confirmed that TMCC remains in stage two at this time. The processes developed by the COVID team are working. TMCC's approach has been conservative and they plan to use data from the governor's COVID dashboard and TMCC's testing data to guide the decision making process of changes in stage status. Please be patient with the president and leadership as they navigate these uncharted waters that will be guided by a new chancellor. Estela reflected that she carries the weight of keeping everyone safe, as do our directors. She is very proud of all our leaders who are being very innovative with ideas for our Spring semester plan development. Supervisors may communicate to their respective teams that if TMCC moves to stage 2.5, vital student services areas will have face to face services available for students. The SSD leadership team is working on the details of the proposed plan and schedule. Estela emphasized that if at any time during a move to stage 2.5 that she feels that it is not safe, she will terminate the in person services and move back to a virtual service model.

YeVonne added that if anyone has on campus event proposals, they must be submitted to Estela for approval before it is sent forward to the event approval process. All events must be approved by leadership at this time. The chalk mural project and upcoming SGA Blood Drive are two examples of events that were approved to be held at the Dandini campus. Andy Hughes added that Veteran Services is planning a drive by COVID go bag event for the end of October or beginning of November, similar to the SGA semester start up event. Felipe will send an email request with the details to Estela for approval and submission to the events approval process.

- b. SSD Town Hall is October 23 at 11 a.m. The topic is Supporting Students During this Unprecedented Time. Please attend if you are able. The President's Office will send an invite and the RSVP link. Estela would like to include examples of how each of the SSD areas are supporting students. Please email your talking points to Kaylene.

2. Standing Items

- a. Cabinet: Andy reported that this group discussed the need for additional resources, Zoom fatigue and the UNR in person class shut down. They reviewed the preliminary results of the student survey and the biggest concern expressed was the need for reliable WIFI. Faculty also expressed concerns about students cheating. Andy explained that a software program was offered for instructors to use to help proctor exams. Only five faculty members attended the training. The NSHE budget reduction committee will not meet until after the November election. An additional 10 percent of classes may be offered in person in Spring. They are considering opening

up group study areas in the Student Center space. If that is successful, they may open more at other sites. The group also discussed the new mission statement drafting process. It is currently back with the Planning Council for word-smithing.

- c. Planning Council: This group meets next week.
- d. Academic Affairs & Student Services: n/a
- e. Accreditation Committee: This group meets this Thursday and will be moving forward with a couple more of the standards and assigning the tasks.
- f. Enrollment Management Committee: Andy reported that this group discussed what Fall enrollment looked like, breaking it down by special populations. Many of these students are struggling, mirrors the results of the student survey. Kate is completing the COVID safety training for students. There is also a goal to improve communications to the campus community when there are campus-wide issues and follow up communications when the issue is resolved. The steps to enroll for degree seeking students was modified. Leslie updated the group on the FASTOBER event and ongoing virtual recruitment activities.

3. Unit Updates

- a. Retention and Support Programs: Tony Futia provided an email list of updates in Joan Steinman's stead.
 - Sidney is working in collaboration with Valerie and Shari from Financial Aid on a Scam Awareness website and flyer. There have been recent reports of students being taken advantage of through employment scams. There are also financial aid scams, phone scams and email scams happening as well. We've also pulled in UNR Police and Thomas Dobbert to assist.
 - Representatives from several of TMCC's special populations programs met with JOIN's staff last week. JOIN is Job Opportunities In Nevada, a local non-profit that pays for training through a variety of state and federal grants. The goal of the meeting was to discuss the resources TMCC and JOIN have and streamline the referral process between the organizations.
 - The Career Hub is finalizing the details for the On-Campus Internship Program, funded by SGA. These will be Spring, non-credit internships of 100 hours. The goal is to provide students with a structured work experience with learning outcomes in their field of study. More details out soon.
 - The Recognition and Activities Committee is implementing the Career Champions Initiative. Students will be able to nominate any staff as their Career Champion, for whatever reason they see fit. It's a way to celebrate our faculty and staff for the connections they make with students. How they could be celebrated is still being determined, but it could be through awards events, recognition in social media and news stories, etc. Watch for the announcement and please encourage your students to participate in the survey through Canvas.
 - Starting next Spring Lizards Lounge will be moved from public forum to private class and all TMCC students will be enrolled so they can participate in discussion and access ass counseling resources through Canvas.
 - Wizards Warehouse is working with Edison staff to move the pantry location to a more visible location and re-opening that pantry as well, being they have the most student traffic. Waiting to hear back to organize how this will look.
 - Kiosks are set to go live. Cameron and Donna have tested the Dandini kiosk in DRC and it works great. Cameron, Donna and Joan to test three other locations so students can start using them for private confidential appointments. Donna is setting this up with Jon from IT.
 - The Student Resource Committee voted to move some of the Emergency Scholarship funds we have over, into its own budget line, to be able to help students with WIFI/Internet/ Bandwidth. Joan and Cameron will keep you all updated on these changes, but in the meantime please refer students to counseling for

the emergency resource scholarship. We can try to help. Cameron shared a copy of the WIFI assistance flyer via email with the group.

- Olga finished with TMCC HS; training their staff to answer flags and close the loop. Also, would like to remind folks that the Progress Report is still open and please go in and grab flags. Also, if specialists could remind their students to prompt faculty to fill out progress reports that would be great. The response stat rate is low.
- Student Conduct: 9 report conduct cases in the past 2 weeks all related to cheating.

b. Advising and Access Services: Natalie

Academic Advising GRS holds will be placed once the census is finalized. They are offering virtual transfer workshops. Same day advising appointments will be available beginning on November 1. RAC is working very hard on recruitment, using all available methods they have to reach prospective student e.g. WCSJ, social media, texts and mailers. They had a reduced number of NV Promise applications. October 31 is the deadline to apply. The Summer Bridge application opens on November 1. The Jacobs Presidential Scholars Program met it's recruitment goals for FY21! Jump Start received a ESSER grant that will help provide financial assistance to underrepresented student populations by assisting students with tuition, mandatory fees, as well as textbooks. The OnBase application is almost done for Spring registration. Enrollment is 2784 with a 1665 headcount. Virtual recruitment is in progress in International Student Services in line with their targeted recruitment plans. The next International Coffee hour is October 20 featuring South Africa. There are additional sessions on November 4 (Peru), November 17 (Uzbekistan) and Samoa on December 2. International Education Week is November 16-20. There are Facebook Live items planned and they hope to partner with other NSHE institution events during the week.

c. Equity, inclusion and Sustainability: YeVonne

EISO is hosting author Dr. Chris Emdin this Thursday for the next Campus Community Conversation. Please attend if you are able. Miguel completed the Mediation and Conflict Resolution certification training at UNR. The Vet Smart event was great. They plan to co-host with VRC again in Spring. Academic Advising sent their people to the Safe Zone training this semester. Safe Zone Part 2 will be held in the Spring. In November the C3 topic will be Water and Life in the Truckee Meadows with Keep Truckee Meadows Beautiful. The Men of Color group is going to experiment with renting a movie theater space so they may have a socially distanced event for the Men of Color students. The student expressed that they are not inclined to attend virtual social events. SGA is continuing their virtual events. There is Zoom Club Fair on October 22. The Gaming Club is planning a gaming night that allows participants to use their phone as a remote control. SGA and EISO partnered on a Day of the Dead event. They will create an altar on campus. The 18 SGA virtual events reached over 3000 students. The SGA has released a "How to be successful online" video.

d. Veterans Upward Bound: Robert

VUB began their new fiscal year on September 1. If you know a veteran who could benefit from their multiple services to prepare them for college classes, please refer them. VUB is emphasizing that students are able to experience distance education in the VUB environment so student may prepare for real online college coursework.

e. Admissions and Records: Andy

The Testing Center reopened for limited in-person testing on Mondays and Fridays from 8 a.m. – 5 p.m. They are proctoring tests like the WorkKeys, ACCUPLACER and GED. Today they had five students test in person. A&R will be all hands on deck one week before classes begin and the first week of classes. There is a need additional OnBase forms. Peter is taking over to build the forms. The Safe Vet Smart military culture training had 26 attendees. They will teach this again next semester in partnership with EISO.

f. Athletics, Health and Wellness: Tina

Tina is working on the program review of the PEX courses with a working group. The last student learning outcomes were written by one person 5 years ago. In November and December the Fitness Center is going to offer drop in Zoom classes. Tina and Cameron are going to do an Instagram presentation this Friday for

the Wellness Committee. Athletics partnered with RAC to work on the new mascot "Mighty" photo shoot scheduled for this Friday. The Athletics head coach is working to keep the athletes motivated by getting them on the field and to study hall every Friday. Managing the COVID testing is stressful. Arkaitz, Tara and Olga are working with the athletes to assist with advising, homeroom and keep them in compliance. The soccer season was moved to Spring. Tina is working on long term retention planning.

g. Financial Aid: Leslie

October 1 the FAFSA opened for FY21/22. Their outreach team is meeting with students Monday through Thursday from 5-8 p.m. to help students complete the FAFSA. Leslie is working with Facilities to identify a spot to install a secure document drop box for students who deliver their financial aid documents to campus in person. RAC will also work with the SSS TRIO program to help recruit first generation, PELL eligible students into that new program. Robert added that the TRIO director search committee started the search process.

No further.