

MEETING NOTES FOR APRIL 13, 2020

Present

Kaylene Brady, Natalie Brown, Amber Burroughs, Yuliana Chavez, Susan Elbe, Tony Futia, Felipe Gutierrez De Alba, Robert Hernandez, Andy Hughes, Tamera Mooney, Karen Rubio, Tina Ruff, Joan Steinman, Amanda Stibick, Sidney Sullivan, Cameron Tuttle

1. Estela's Updates:

- a. Estela thanked everyone for their hard work, leadership and ingenuity during this unprecedented time. The speed and efficiency that was displayed in transforming our in-person services to online services was amazing and she is very proud of the whole SSD team. We will continue to work remotely, at least through June. A Covid-19 response and action team was quickly formed to address and manage issues arising from the pandemic crisis. They are working at a rapid pace and will disseminate information to the campus community as it becomes available. The situation continues to be fluid at this time. The latest information available is on TMCC's Coronavirus website at coronavirus.tmcc.edu. In addition, the TMCC Marketing and Communications office is sending Covid-19 email bulletins. Estela will also provide us with important updates. Estela reminded everyone that we are all one now and we will not only get through this together, but we will emerge from these trials stronger than ever!
- b. A budget task force was formed to help identify and recommend possible expense reductions and budget strategies for the upcoming fiscal year/s. Estela is on this committee as a resource. The task force will submit budget reduction proposals at the 4% level for fiscal year 20 and they will submit three different scenarios for fiscal year 21 with budget reduction proposals at 6%, 10% and 14% levels. This directive is from the Governor's office and all state agencies are being asked to submit these proposals due to the current economic crisis. Furloughs and freezing vacant position are also being proposed. Classified furloughs will be decided at the state level because their contracts fall under the state's purview, rather than NSHE's. Estela's first priority is to protect full time positions and next would be protecting vacant positions. Some good news is that TMCC is expected to receive 1.6 million in funding from the Coronavirus Aid, Relief, and Economic Security (CARES) act. Information on the CARES act and how it can and will be used for students is coming out now and updates will be provided as the information becomes available.
- c. Estela's biggest challenge is not seeing all of us and being there in person. She misses everyone! Access to campus is not solidified yet.

Standing Items:

- a. Cabinet-Andy-Covid-19 updates. A consultant was hired to help with the Strategic Master Plan (SMP) process, but work on this is temporarily on hold. Accreditation is also affected and they are working to update that. New 2020 commencement date confirmed for September 18 at Lawlor. If this date does not work for any reason, the ceremony will be postponed until May 2021. ACCUPLACER partnered with Zoom for test proctoring. In Fall, students will have a pop up message in People Soft regarding remote learning and online classes.
- b. Planning Council-Joan-NA
- c. Academic Affairs & Student Services-NA
- d. Accreditation Committee-NA
- e. Budget Reduction Committee-Yuli-don't panic, remain calm and make sure everyone knows full-time permanent positions are the number one priority. There will be an opportunity for feedback before budget reduction proposals are finalized. Yevonne-they are not entertaining permanent pay cuts due to furloughs, but they are planning for the furloughs to sunset after two years.
- f. Enrollment Management Committee-Natalie-discussion on summer and fall enrollment and how we can make sure that information is communicated between Academic Affairs (AA) and SSD in order to successfully mitigate for students. TMCC is the only NSHE College moving forward with the co-requisite policy in Fall 2020.

2. Unit Challenges and Brief Updates:

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

.The biggest challenge and change is having access to students. Tony prefers to meet with students, especially those with student conduct issues, one on one in his office. Right now, there are no pending issues since the move to remote learning, but Tony is concerned about academic dishonesty becoming a problem during this crisis. The

DRC staff are doing an exceptional job and they were able to provide all their students the accommodations and help needed for the transition to remote. Overall, they were able to work through all challenges so far.

b. Retention and Support Programs: Joan

The challenge is definitely the quality of the appointment and the collaboration with other entities. The changes are going to be offering more services in a variety of platforms and in how people work in the future. Some faculty and staff are doing very well working remotely and are interested in options for a flex schedule. One of the changes that Joan noticed in students, especially their DRC students, is that they are much more engaged.

c. Veterans Resource Center (VRC): Felipe

The biggest challenge for VRC is access to campus because most of their work is still done on paper. The biggest change is going to be transitioning from paper to online files. The veteran students will also have a challenge as they receive more funding for in-person classes than they do for online classes. Felipe noted that access to campus will be necessary to complete their certifications.

e. Advising & Access Services: Natalie

The big challenge was to bring all services online with such short notice which also brought about the big change which is how we are offering services now and how our services will look going forward. Also challenging for Natalie is not being able to see and interact with the campus community on a daily basis. She is missing everyone!

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

The biggest challenge and change in EIS stems from the fact that nationwide data indicates that area codes with the most positive Covid-19 tests and deaths are primarily populated by people of color and people who have difficulty obtaining healthcare consequently highlighting the inequities which will change the diversity stream in EIS. Other changes include the way they reach students and virtual presentations. SGA is having online meetings every other week now and the SGA senators have online office hours

g. Athletics, Health and Wellness: Tina

The challenge in her area is being at home and feeling cooped up. It is not clear how college sports will move forward at this point, but they are recruiting and planning for the upcoming season and finalizing their game schedule so we are ready just in case the season starts on time. They are using Facebook, Instagram and Twitter to connect with students and that is going great!

g. Academic Advising: Staci

Some challenges they have are not being able to meet face to face with students and colleagues, not being able to see peoples' expressions because of the masks and the need for more online information. Changes will include providing more online information and updating the annual report with a section on working remotely. They are anxious to come back to campus.

i. Career Hub: Sidney

Technology and missing everyone the biggest challenge. They are using the career link data base to connect with employers at this time. Biggest change will be how we connect with students in the future. Their students and alumni are embracing this change and rising to the challenge. Sidney and her family are making masks and have completed 150 of them so far!

j. Adult Recruitment: Amber

The biggest challenge was moving everything online and ensuring that the Jacobs Scholarship students have what they need. The team did a great job changing to a remote format. In addition, they have been doing some campaigns by phone and text to reach students with information and steps to enroll. They were able to send text messages to 2,000 students and reach out to 1,000 students by phone. Amber stated that they were well equipped to make the move to remote services, almost as if they had somehow been working towards the possibility. The

staff mentorship program is going well. TMCC Counselor, Cheryl Woehr, facilitated a workshop for them on managing stress in times of crisis. It was an awesome and timely workshop!

k. Financial Aid (FA): Susan

Technology was not as challenging as they anticipated. Biggest challenge right now is being able to get things done because the Federal Government has been very slow in providing directions for their processes. Another challenge is making sure they are able to keep their student workers, especially since they are short two full-time employees at this time. Most staff are okay to work remote, but a few are having issues with it. They are teaching students how to take pics on their phone and send them as pdfs, so that students do not have to come to campus so often.

l. Jump Start: Karen

One challenge for Jump Start is to keep their student workers and LOA employees because their program relies heavily on their support. Another challenge is completing their online form which they are working very hard to do. The online form will be a very positive change for the program in that the process to enroll will be much quicker. Dual credit enrollment for Fall is lower right now than last year at this time, but Jump Start students cannot enroll until the end of April, so they will not have any solid data until later.

m. International Student Services: Amanda

The challenge is not seeing their international students in person, especially since they are here alone and we are their support. Amanda's personal challenge is working at home with a one year old. Changes include virtual fairs for recruitment and targeted marketing. They are working hard to retain and recruit students and inquiries and applications are still coming in. The stress level is high for international students, so they have a help blog for them which goes through staff. They held a town hall for international students and are reaching out personally to make sure they are okay. They are also having to keep the federal government informed of changes for international students studying here due to Covid-19.

n. Counseling: Cameron

The biggest challenge for Cameron is that he is an extrovert and misses being around people. Some of the counselors are challenged because body language and the human connection are huge components to personal counseling. All of them have intermittent internet challenges. The biggest change to their areas will be offering more online services and programs. Please send students to the new online Lizards Lounge.

o. Admissions & Records: Andy

The biggest challenge is making sure ACCUPLACER is available to students. The biggest change is that remote is working very well for most of his staff. They are more productive and like the flex schedules. Andy stated that some of his staff much prefer it and would not mind working remotely, at least partially, on a permanent basis.

p. Veterans Upward Bound (VUB): Robert

The challenge is the social distancing from each other. The human touched is missed. The VUB staff works great together and they did an outstanding job going remote. They created a Blog and they are becoming engaged with their students' needs on a different level.

q. Recruitment and Access Center (RAC): Yuli

They are working closely with the district and making themselves available to spend more time with students both online and on the phone. The district has technology challenges and online forms are going to be mandatory. Working at home with children is proving to be the big challenge because they have to be available all the time, day and night.