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# MEETING NOTES FOR FEBRUARY 8, 2021

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## Present

Joan Steinman, Andy Hughes, Natalie Brown, Tina Ruff, Leslie Jia, YeVonne Allen, Kaylene Brady, Sidney Sullivan, Felipe Gutierrez De Alba, Nicole Shimabuku, Lee Raubolt, Staci Miller, Cameron Tuttle, Karen Rubio, and Maria "Sandra" Jimenez

### 1. Estela Updates (Natalie Brown)

- a. COVID-19 Update: YeVonne reported that the test positive rate was down to 10.4%. That is three times lower than the beginning of the year. The upcoming Fall semester is being planned at a stage 3.5 level with a rotating schedule. Please continue to be flexible. It will look more like a transition semester. Redfield will be operating close to 100% capacity and there will be some hands-on classes at Edison. Math and Science want to try some non-traditional classes for more in-person options. Andy explained that this is continuing to evolve. The deadline for the schedule will be extended for no more than two weeks so entries can be adjusted before students register. YeVonne advised that there will not be any additions to the TMCC COVID vaccination list. She encouraged everyone who wants a vaccination to sign up via the county health department website in whatever lane is applicable to you.
- b. Budget Update: Natalie reported that the Budget committee meets on February 25. Per Leslie they are currently working on a plan for the roll out of the next round of CARES dollars.
- c. VPSD/TRIO New Space (Old Fitness Center): Sandra reported that the remodel of the old fitness center space should be ready in early May for the TRIO program and the VPSD to move into the space. They plan to have an unveiling when they are able.

### 2. Standing Items

- a. Cabinet: Andy reported that the Cabinet discussed the COVID survey that will be sent to students, faculty and staff. The Admissions application is receiving a facelift in March. The Commencement Committee is planning a drive through commencement by division during May 17-21. They will need a lot of help, so please volunteer. The ceremony is modeled after the WNC event.
- b. Planning Council: Joan asked that anyone with agenda items for the upcoming Planning Council meeting on February 22 please email them to her for submission.
- c. Academic Affairs & Student Services: This group has not met.
- d. Accreditation Committee: Joan reported that the goal for this group is to finish the strategic master plan indicators by February 18. The "big" measures will be included such as persistence and capture rate. The six year report is being finalized. The next report is the year seven report.
- e. Enrollment Management Committee: Andy explained that if a student has a past due balance over \$100 the hold on their account is effective for all NSHE schools. Institutional Research is driving an effort to include DETR in the displaced worker project. Watch for marketing efforts coming soon. SCS is planning a move to upgrade the version of PeopleSoft. There may be some unintended consequences to the upgrade such as training videos may have to be fixed with the assistance of the webmaster. Please encourage students to finish their enrollment. Shopping carts still have items in them. RAC staff members worked to contact about 20% of those students. They determined that many of them had questions and needed assistance to complete their registration. Natalie and Sidney are our representatives on the Survey Results Committee.

### 3. Unit Updates

- a. Retention and Support Programs: Joan reported that Counseling had amazing responses to Lizards Lounge material and has high student engagement. Please join the weekly Facebook live with Erin and her weekly guest. Getting Ahead has been off to a great start with Erin and Kristen. The Wizards Warehouse gave out 35

pre-packaged bags last week to students for welcome week. The Warehouse is now open by appointment. Please advise students to call Counseling, 673-7060, to make an appointment with Cameron Tuttle. Days available are Monday and Tuesday from 9 a.m. -4 p.m. Counseling hired two new students workers. Both Ashley and Melody aspire to go into helping professions such as Social Work, Psychology or Counseling. EPP program successfully merged all Re-Entry and Counseling Support programs. To learn more and refer students please go to the EPP TMCC webpage. (Programs include JIVE, SNAP, DH, EP, and ARISE)

DRC has had 87 note taker requests. There have been 415 accommodation letters for 127 students. Donna continues to train Gracie on taking over her job responsibilities when she retires in March. Olga has sent out the to-do's for DRC students to prompt faculty and fill out the attendance progress report. She is also working with the VR project and WCSD project to add more students and support. Specifically, working on the details such as the DRC Will not be doing their case management or taking data down for their IEP's. They can send someone here or we can guide on how to arrange zoom meetings but this is their work not ours. In VR they are working with Bloom Consulting and going to do a version of CareerConnect but TMCC will not be doing the paperwork/billing piece. Requested we be paid for Career Explorations and Career Hub work.

The Threat Assessment Team met to discuss student conduct issues, related to remote learning and the team was given an update on outstanding cases and RSO's.

As of today, there are 110 job postings on CareerLink. 12 of those are on campus. Career Hub has lots of events coming up, including live virtual workshops, employer recruitment events and Facebook lives with employers. See [CareerHubCalendar.tmcc.edu](http://CareerHubCalendar.tmcc.edu) for dates, times and log in information. Career Hub Staff are participating in an International Student workshop on Friday, February 19, regarding F-1 employment. Topics include resumes, interviews, what employers want and distinguishing legitimate job postings from scams. Information also went out to all Mailboxes on the Resident Lizard internship program. Sidney and the Transportation Faculty are collaborating on several employers' needs, including presentations, internships, apprenticeship and other recruitment needs. Auto, Diesel, Logistics and manufacturing are the hot jobs right now. The Career Hub, the Foundation, Deans Amy Williams and Barb Walden met to discuss a monthly corporate partnership employer information sharing initiative. Helps to know who has what contact with which employer. More people will be added to the group, if you know of someone with lots of contact with employers, let Sidney know. We are building a list. Sidney is working with IT and Contracts to finalize the contract to move the job board to Handshake. Hoping to launch this summer. Less expensive for TMCC and easier for employers. Plus several other NSHE schools use Handshake.

- b. Admissions and Records: Andy reported that Admissions and Records staff are available Monday to Friday for student appointments. The VRC was approved to meet with students in person while remaining COVID compliant. The Testing and Welcome Center is open and in person service has been available since the start of the semester. A&R launched a new add/drop form and the OnBase forms proved to be valuable and helpful during COVID remote operations.
- c. Advising and Access Services: Natalie reported that Academic Advising returned to virtual scheduled appointments and limited same-day appointments - students can go to [myadvisor.tmcc.edu](http://myadvisor.tmcc.edu) to schedule. GRS 20 Advising Appointment holds have been placed - please encourage students to schedule appointment for Summer/Fall planning. SOAR Part II online for Summer/Fall will begin in March for new students. Saw record

number of drop-ins in January (over 1400) and record number of students helped via email in January (over 4100).

In Recruitment and Access Center, Carlos will be working with a list of about 11,500 nontraditional students to promote Fall 2021 enrollment. They will focus on short certifications. The plan includes mailers, text messages, emails, calls, and weekly presentations to targeted groups. RAC will create a monthly counselor newsletter. If you want to include information about your programs, please send Yuli a description (50 words or less), contact info, and email. You can send info anytime to be included in the next month's newsletter. Recruiters will send Tuesday TMCC Updates to prospective students starting March. They will use Tik Tok to create short videos and Zoom to record interviews with academic faculty. RAC needs Nevada Promise mentors. Please help us by sharing information with your contacts. Yuli will send a draft email and handout. Recruiters are participating in multiple virtual college fairs for NACAC, WACAC, and Big future. They reached out to each WCSD high school and have permission to do limited in-person visits for about half of their high schools in Spring. This is really great news and it took a great deal of negotiation. Jump Start was advised that Nevada State High school will stop enrolling their students in EPY 101 (about 300 students) because the State of Nevada has a new Economic course mandate. Karen will work with academics to see if we can offer something to help them at TMCC. They have a pilot program with Math that may help certify a couple of WCSD math teachers to teach college classes. They also have ESSER funding to help low-income students access college classes. RAC is sending mailers and making phone calls to promote fall enrollment.

International Student Services: Amanda reported that International Coffee Hour kicks off this Wednesday from 12-1p.m. with Virag Nikolics discussing how she grew up in Hungary and the Hungary she visits today. Plus many more exciting Coffee Hour events this semester each month. The team is working with our new students through the mandatory workshop series now. Amanda is in full, fall recruitment mode.

- d. Athletics, Health and Wellness: Tina reported that she is working on the PEX program review report. The Fitness Center will not be open for appointments until the infection rate goes down below 7%. Boxing and self-defense virtual fitness classes will be offered through March. In Athletics, Jeff Hawkins is continuing to move the program forward. The student athletes are being COVID tested every Friday. They will have a 10 game conference schedule this spring and there will be a fall season too. They are also working on updating the rosters. Tina advised that the Wellness Committee is working to establish a charge and mission for the group. They will be planning a solid set of events such as the fitness challenge, wellness forums and adding wellness information to the student newsletter.
- e. Financial Aid: Leslie reported that it is Financial Aid Awareness month. They will have a number of virtual events throughout the month. Financial Aid is focusing on student employment at this time. Remember that students must be taking six credits and have a GPA of 2.0 to participate. Valerie Lambert if the contact for student worker information. Leslie submitted the CARES proposal. She will share the plan once it is approved.
- f. Equity, inclusion and Sustainability: YeVonne reported that EISO has a number of events planned: World Day of Social Justice with Dr. Eloisa Gordon-Mora, Wednesday, February 17 from Noon-1 p.m. The Tuskegee Airmen Heritage Virtual Event, Thursday, February 18 from 4-5 p.m. Hosting monthly Diversity Community Game Night playing Jackbox. The Northern Nevada Diversity Summit is set for Thursday, April 8 in a virtual format. Socially Distanced MOC and SOC Mentorship Program "Vision Board" event was a success. Mailed materials and hosted a Zoom event. There was also great participation in the Professional Development Diversity Track. Please refer students that would benefit from the Students of Color Mentorship Program to [SOC@tmcc.edu](mailto:SOC@tmcc.edu) or the SOC webpage. Upcoming pottery painting event this month for participants! NSHE Men's Leadership Summit Planning Meeting. The Second Nature "Climate Action Pursuit" starts this month. Big Upcoming Event: Student Leadership Development speaker A'ric Jackson, April 15th, 3:30pm. Please help share information to students when you see the email.

SGA handed out 547 SWAG Bags with school supplies, new masks and hand sanitizer at their Welcome Week Drive Up/Pick Up SWAG Bag Event. If any students in your area would like Welcome Week Bags please let

Keith or Nicole know and we can coordinate getting some for your area. SGA Welcome Week 2, FREE Coffee or Hot Chocolate and Donut event took place at all three Reno/Sparks DoughBoys stores, and was attended by 164 TMCC students. The SGA Game Night weekly event is continuing throughout the semester. SGA's Pasta with the President Student Forum on Thursday, February 11 at Noon. A Free Pasta Lunch from Olive Garden is available to the first 100 students to sign up. SGA Elections for the 2021-2022 school year are underway. Students may submit applications to run for election until February 16 at 5 p.m. Elections will run online from March 1 - April 2 online SGA's main webpage. The Electoral Engagement Committee is working on a TMCC Website to educate and encourage students to participate in electoral engagement and starting to plan events for next year. If anyone is interested in serving on this committee please let Nicole know. SGA and SLD gave a presentation to the TRIO students. Katie Avery was appointed to the vacant senator position. The Spring 2021 CEEP Electoral Engagement plan was finalized and they also submitted the NASPA's Voter Friendly Campus report. SGA will find out the standing in March. In addition 2,650 students have qualified to join the National Society of Leadership and Success. The Club Fair Double Header is from 2-4 p.m. and 5-7 p.m. on February 18.

- g. TRIO Student Support Services: Sandra reported that TRIO SSS has been interviewing student applicants since January 6. They have conducted 67 interviews and 43 applicants were accepted into the program. They will be sending out more invitations to students to apply. Thank you to Leslie, Peter and Yuli for their assistance. TRIO SSS has a Facebook live event planned to highlight their program and veterans upward bound. National TRIO day is February 28. They are planning a science behind the art activity during spring break.

No further.