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# MEETING NOTES FOR APRIL 12, 2021

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## Present

Estela Gutierrez, Joan Steinman, Andy Hughes, Robert Hernandez, Tina Ruff, Leslie Jia, YeVonne Allen, Kaylene Brady, Sidney Sullivan, Yuliana Chavez, Felipe Gutierrez De Alba, Lee Raubolt, Staci Miller, Amanda Stibick, Keith Bingham and Maria "Sandra" Jimenez

### 1. Estella updates

- a. COVID-19 return to Campus - Stage 3: Estela complimented the group on all of their hard work rolling out the stage 3 plan and she expressed her appreciation. She advised that she anticipates stage 3 being in effect through the middle of July. As usual, that may change if infection rates change. Currently, staff are working five days on campus and 5 days remotely in each two-week period. Estela reminded the group that our division is the "helping hand" of the college and we are essential workers. YeVonne added that the Faculty Senate is presenting a resolution to the Administration to request that administrative faculty have options for on campus/remote work flexibility.
- b. Budget: Estela advised that there will not be any additional information on the budget until after the economics forum in May.

### 2. Standing Items

- a. Cabinet: Andy reported that this group met in person today. The Foundation gave a presentation on promoting employee payroll deduction donations to the Foundation. Parking meter are not raising the funds as in the past prior to the pandemic. If staff are interested in donating, go to the TMCC Foundation webpage. Cabinet also discussed the stage 3 operation plans for Fall. The Washoe County Commission vote on a plan is pending. Please be patient. The strategic master plan was also a topic of discussion. Andy advised that our division is a bit ahead in planning. Academics is also working on their portion. The Commencement Committee worked out an inclement weather plan. They will decide by May 10 if the ceremonies will be outside or inside the Student Center. This will allow time to provide notice to attendees. Marketing and Communications sent emails to the class of 2021 which resulted in an additional 100 RSVPs bringing the total to 345. April 23 is the graduate RSVP deadline.
- b. Planning Council: Joan reported that the Planning Council met mid-March and worked on narrowing down the key indicators for the strategic master plan. They also worked on changes to the bylaws and defining the council's role. The next meeting is on Monday.
- c. Academic Affairs & Student Services: Estela reported that she meets with the new VPAA tomorrow.
- d. Accreditation Committee: Joan reported that this group meets on Thursday. They are continuing to work on the draft of the year six plan. Cheryl Cardoza is currently completing edits. The strategic master plan mission and vision were updated. Their next project is the year seven plan that addresses institutional effectiveness. Please send any feedback on the rubrics to Joan.
- e. Enrollment Management Committee: Andy emailed the minutes to the group. He re-capped that the outlook for enrollment numbers in Spring was poor. They are hoping to turn that around for an optimistic Fall.
- f. Professional Standards: Andy reported that they are working on in person and remote class observation forms. The increase in academic dishonesty incidents was also a topic of discussion. This may be the result of remote instruction. Solution tools are available at TMCC for faculty to utilize to lockdown student browsers etc. They are looking for an SSD representative for the academic dishonesty panel. Joan added that Tony Futia would probably be interested in this group. She will ask him if he wants to participate.

### 3. Unit Updates

- a. Retention and Support Programs: Joan advised that her group did well during the first week back on campus. RSS is working on their shared spaces and hope to move in to RDMT 115 mid-May. People are currently sharing the DRC space. The CareerHub experienced a 78% increase in participation in asynchronous job search workshops through Canvas. If you still have campus jobs open, please contact the CareerHub to post. Cameron and Joan are planning Mental Health First Aid training sessions.
- b. Admissions and Records: Andy reported that Admissions and Records personnel are busy preparing for the drive through commencement ceremonies. They are continuing work on the FLUID testing for PeopleSoft and working with Athletics for soccer games. They have seen an increase in students coming to the Admissions window for assistance. There are also staff at Edison.
- c. Advising and Access Services: Yuli Chavez reported in Natalie's stead. They are beginning to see student traffic. In Academic Advising they are in the second week of offering in person appointments. They are working with IT on software that will allow them to do in person SOAR part II. They are also processing S/U requests for Spring 2021. Advisors are involved in training on how to advise for the new Interstate Passport (GE transfer block for colleges and universities that participate) and involved in NSHE corequisite Math and English advising training.

RAC: They have 55 students from SB 2021. They are working through some challenges with finding Math instructors. Send new students their way please. Thank you to all Nevada Promise mentors. They reached their goal and have a mentor for each new Nevada Promise scholar. They should finish matching mentors to mentees this week. RAC was informed the Jacobs Foundation tentatively agreed to fund Jacobs for an additional year. The Jump Start discounts will be increased for in-person and web live classes from 25% to 50%. They have a new partnership with Amplus Academy. Today they start a massive text campaign to attract new students to fall. Please expect to see info about in-person TMCC Info Days/Tours soon.

In collaboration with New Student Services, RAC is starting an outreach campaign that targets class of 2020 students who applied to TMCC but did not enroll. The goal is to encourage these students to enroll in Fall.

International Student Services: Spring 2021 Recruitment - Fairs Completed were in Russia, South East and East Asia, India, South America. Upcoming Fairs are in Costa Rica, Vietnam, Latin America. The following marketing campaigns are in production: Capstone Vietnam (print, digital, social media, fairs); Study in the USA: Global Outreach (print, digital, social); BMI: Latin America (digital, social, live events). Partnership Development: Two new 2+2 partnership agreements were completed with Wilmington University and Northwest Missouri State. Partnerships are open to both domestic and international students and include transfer scholarships/discounts for TMCC students. The International Coffee Hour Series had two remaining dates on April 20 (South Africa - Kevin Schaller) and May 5 (Germany - Amanda Stibick.)

- d. Veterans Upward Bound: Robert reported that His staff is coming in regularly and rotating their schedules. All is going well.
- e. Athletics, Health and Wellness: Tina reported that they opened the Fitness Center by appointment and were seeing an average of 10 people per day. Numbers are higher this week. They have all the COVID-19 safety protocols in place. Estela confirmed that they may keep scheduling the appointments to use the Fitness Center.

The soccer season has started. The men's team won their game on Thursday, the women lost 5-1 and the Friday men's game went into double overtime. They have home games this Thursday and Saturday. Check out the Lizards.com webpage for the schedule etc. Athletics and the Fitness Center are doing well working with the COVID protocols. They are continuing to recruit player for the soccer teams. The Wellness Spotlight emails are being published every Tuesday. They are well received and inspiring.

- f. Financial Aid: Leslie reported that over \$1 million of the second batch of HEERF dollars was awarded to 1,043 students. They also loaded the checklist items for Financial Aid and are beginning to post the summer awards.
- g. Equity, inclusion and Sustainability: YeVonne reported that this Thursday at 3:30 p.m. EISO is hosting a virtual event Preparing the next Generation to Live Well and Lead Boldly with A'ric Jackson. Please encourage your

students to attend. Join the Summer Book Club through the Professional Development webpage. She is also revamping the search committee training and diversity class.

SGA: The deadline for club awards is upcoming. There are a lot of events scheduled. Signups for the Earth Day Succulent Plant Kit are open. Students are working on messaging to reach out to the Legislature. They are also interested in adding healthy options to the vending machines. The results of the SGA elections will be announced soon.

- h. TRIO Student Support Services: Maria "Sandra" Jimenez reported that they met their March 31 deadline to fill 75% of their 140 funded program participants. Recruitment is still ongoing. Please refer students to their online application. They are working with Financial Aid to finalizing the orientation. TRIO SSS is creating partnerships with Summer Bridge and the UNR Transfer Center. They are also planning two in-person events as a joint effort between Kari Emm, UNR Transfer Director, Staci Miller, and Susan Elbe. The first is a TRIO SSS Mixer Meetup on Friday, April 23 and a Co-Admissions Program event on Monday April 26 and Thursday, April 29.

No Further.