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# MEETING NOTES FOR OCTOBER 11, 2021

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## Present

Estela Gutierrez, Andy Hughes, Natalie Brown, Robert Hernandez, Tina Ruff, Leslie Jia, YeVonne Allen, Kaylene Brady, Yuliana Chavez, Felipe Gutierrez De Alba, Amber Burroughs, Staci Miller, Karen Saldana and Maria "Sandra" Jimenez

### 1. Estela Updates

- a. COVID-19 Update: Estela inquired how the low-density plans were working for the SSD areas. Andy, Amber and Karen reported it is going well in their areas. Yuli added that they are not cancelling events and are doing virtual Fridays when able. Karen reported that Dual Credit has a lot of high school events going on at this time. Estela emphasized that everyone is doing what is working for their areas. Yevonne reported that the COVID team met last Thursday and will meet again on October 21 to re-assess the low-density work from home option. They will also discuss the vaccination process and questions regarding exemptions. YeVonne added that 83% of employees are vaccinated. Estela reminded the group that the low-density plans go through the end of October to allow for a week of transition if the COVID team decides to move back to regular office capacity. If you have questions for the COVID team, please communicate them to Estela or YeVonne.
- b. Awareness: Estela emphasized let's all do the best that we can not to stress. Please continue to be patient, supportive and compassionate with each other.
- c. Mental Wellness: Estela underscored the need for all of us to find a balance as much as possible. Mental wellness is critical for all of us. Please ensure that you encourage this very important self-care with our staff also.
- d. Additional: Estela asked the group to think of unique ways to engage staff for the upcoming holiday. On snow days the executive directors will run their areas. There is no requirement to work virtually on snow days except for services that were already virtual such as online classes.

### 2. Standing Items

- a. Cabinet: Andy reported that this group had a lengthy conversation about guided pathways and the direction TMCC will move. SSD will need additional staff to accommodate the increase in assistance for students. There is also a conversation about Starfish and evaluating the effectiveness of the software tool. Faculty using Canvas should use this as a tool for wrapping services around students and communicating if students need assistance. They also discussed piloting faculty advising and the need to train faculty. This may not meet the ratio of advisors to students, so may need to add more advisors to meet the requirement.
- b. Planning Council: YeVonne reported that the Planning Council met on September 20. The Remote Work Policy passed and Human Resources is finalizing the application form. A potential first read of a Tobacco Free Policy was moved to a future agenda.
- c. Academic Affairs & Student Services: Natalie reported that they discussed evaluation of Starfish and the creation of a joint task force by Faculty Senate and the VPAA to look at Starfish and determine effectiveness. Natalie advised that Athletics is currently using a successful tracking process tied to Canvas.
- d. Accreditation Committee: YeVonne reported that this committee met on September 21. Dr. Melissa Deadmond is leading the work on Year Seven 2022 Evaluation of Institutional Effectiveness.
- e. Faculty Senate: The Merit Pay Task Force is working on [Section J of TMCC Bylaws](#) covering Merit Awards. The task force hopes to have the updates completed by next year.

### 3. Unit Updates

- a. Retention and Support Programs: YeVonne reported that RDMT 115, the ARC<sup>2</sup>H (Advocacy, Resource, Counseling, and Career Hub), is open! Ruth Fiorini is retiring. She is taking this time to be with her family and focusing on being available for them. Her last day will be at the end of December. When you see her, please

thank her for her nearly 30 years of service to TMCC! The Wizards Warehouse locations are now stocked and ready for students. The Dandini Wizards Warehouse is located in the ARCH RDMT115. Elizabeth Ortiz was hired as the Career Hub Specialist.

Counseling has an Intern from UNR Downing Clinic specializing in addiction treatment, families and couples counseling. Taylor can see couples, families and TMCC staff (for a fee) which is different from our TMCC Counselors. If you or any students you know who need these services, please contact Counseling and they will connect with Taylor. Counseling is in search for an LOA position to help cover the remainder of the year. The Resource Fair will be held at Meadowood on October 21.

- b. Admissions and Records: Andy reported that the Welcome Center/Testing is very busy with mid-terms. The VRC is still involved in an audit. The Commencement 2022 ceremony will be held as an indoor walk-through event on May 19 and May 20. There have been 1191 proof of vaccination submissions. 50 waivers were approved and 73 exemptions were denied.
- c. Advising and Access Services: Natalie reported that Academic Advisement Virtual Transfer Day is October 26 from 10 a.m.-1 p.m. Online Ontrack Workshops will be available soon. Advising will be closed Thursday, October 14 for their retreat.

Recruitment and Access Center: The deadline to apply for Nevada Promise is October 31. Please encourage class of 2022 students to apply. Angela South's last day is November 8. She will only be in the office on Mondays and Wednesdays. The 2022 Summer Bridge application opens on November 1. Amber and Carlos are recruiting at GSR this week.

International Student Services: They are working through the housing and transportations crises. There are Fairs coming up with Spain and Costa Rica and they are working on recruitment plans for Spring. UCEDA is coming to campus this Friday. They are working on finalizing the intensive English center in VSTA B106 that will assist F-1 visa students that need English readiness instruction.

- a. Veterans Upward Bound: Robert advised that they have a program specialist position open for new hire.
- b. Athletics, Health and Wellness: Tina advised that soccer is toward the end of their season. The men's team is 6-6-1 and the women's team is 5-7. They received goal keeper of the week and player of the week. The final games of this season are on Saturday, October 23. They may not make the regional tournament this year. They are on the third round of progress reports for the athletes. The Fitness Center is busy with over 100 users each day.
- c. Financial Aid: Leslie reported that there is \$1.1 million remaining to award in HEERF. Financial Aid will continue to award students who are enrolled for the fall semester, but we will also start to award students who are not enrolled but were enrolled at the time of the start of the pandemic. There are 441 students who are eligible to receive HEERF which equates to \$588,725 in disbursement. They have two AAIV positions posted. One of the positions closed today and they will begin the hire/search process.
- d. Equity, inclusion and Sustainability: YeVonne reported that the UndocuALLY workshop is Friday from 3-5 p.m. on Zoom. NSHE All Access committee is training two TMCC facilitators. Meeting to set Search Committee Diversity Training revamp this week.

The SGA sponsored fall semester Food Truck Fun Club Fair & Field Days events were enjoyed by approximately 400 students over the two-day event on September 22 and 23. They also helped support the need for blood in the greater Reno/Sparks community by holding a very successful two-day blood drive on October 6 and 7 in the

Student Center on the Dandini campus. The SGA in collaboration with KTMB will hold a Park Cleanup Event Friday, October 15 at the Sun Valley Community Park. Student participants will receive TMCC and SGA branded water bottles and lunch from My Favorite Muffin. The event is limited to the first 25 students to RSVP. Please sign up through the RSVP link or through the event page on the TMCC event calendar by midnight, Thursday, October 14. The SGA in collaboration with KTMB will also hold its first Adopt-A-Spot Cleanup Event for Dandini Boulevard, Friday, October 22, meeting in the Student Center. Student participants will receive lunch from My Favorite Muffin after helping clean up our campus' main drive. The event is limited to the first 25 students to RSVP. Please sign up through the RSVP link or through the event page on the TMCC Calendar by midnight, Thursday, October 21. The SGA has begun receiving feedback on students' confusion on the vaccine mandate and how the school can better inform them. They are working on a video to inform students on how to fill out the vaccine mandate form and answer questions from said feedback. October 27 is the Voter Registration Tabling.

- e. TRIO Student Support Services Program: Sandra reported that the new program specialist started today. She will be working 19 hours per week. The LOA tutor coordinator will start next week. The TRIO coordinator position search closes next week. TRIOSSS has bi-weekly workshops for participants. In addition, on November 8 they will participate in the First-Generation College Celebration Day to celebrate the successes of first-generation students. It is a national event. There will also be a mini open house of the new TRIOSSS space.
- f. Dual Credit Office: Karen
  - The Dual Credit Specialist Jackie Vivar Payes started October 1 on a temporary contract. An official search will be conducted in the spring. The Dual Credit office is now moved in to the Jump Start Hub located in RDMT 315. The new department name for both CTE College Credit and Jump Start is the Dual Credit Office. The team is currently setting up outreach events and we are meeting with high schools for future planning. They are also solidifying the schedule for Spring 2022.

End 3:50 p.m.