
MEETING NOTES FOR OCTOBER 9, 2023

Present

Estela Gutierrez, Andy Hughes, YeVonne Allen, Maria “Sandra” Jimenez, Geoff Hawkins, Leslie Jia, Kaylene Brady, Tony Futia, Sidney Sullivan, Yuliana Chavez, Staci Miller, Jaquelyn Vivar-Payes, Laura Meachum, Brandon Goehring, Virag Nikolics and Rino Takeuchi

1. Estela Updates

- a. Member introductions and share a fun fact about yourself. Estela moved the December 11 SSD Council meeting to December 4 from 9-11 a.m. to incorporate a brunch potluck. Sandra, Virag and Jaquelyn (Karen - Dual Credit) will coordinate and plan the potluck.
- b. IT Shutdown: YeVonne reported that Friday, December 15 at 5 p.m. IT is doing overhaul of network systems and replacing all equipment. Any system that uses our sign on for access will not be available. IT plans for a slow roll up on December 18 for network access. Campus will be closed on Monday, December 18. If you already submitted leave for that day, your leave does not change. On Tuesday, December 19 those who are not already on leave, will be on stand-by to return to campus. They will be notified via text to return to work. Do not schedule student appointments/meetings that Mon-Weds. You may schedule with students beginning on Thursday, December 21. Talk with your staff on how to coordinate. Geoff will close the Fitness Center December 18-20. Remember that during the week of winter break (December 26-29) the core groups office doors must be open (Financial Aid, Welcome Center, Academic Advising, A&R). Have DRC information flyers available for reference. Watch your email for the network refresh update.
- c. Low staffing: Estela reported that her VPSD advisory suggested a winter refresh staffing model during winter break. The members discussed and supported the idea. Estela reminded the group that they need to manage staff annual leave balances and encourage staff to use their annual leave during this period.
- d. TMCC Tuesday – Spirit Day: Estela reported the need for more visual school spirit. Wear your TMCC gear on Tuesdays. Encourage your staff to participate and pick up the raffle tickets at the Welcome Center.
- e. Annual Report Forum: Estela reported that the Annual Report Forum was very successful. We are trying new things as part of the event. The Kickstart Tailgate was also very successful despite being a heavy lift. We tripled our fundraising goal!

2. Standing Items

- a. Cabinet: Andy reported that the network refresh was main topic at this meeting. Senator Rosen will be at HSC this Wednesday. Nicole from HR advised that the equity study letters were distributed. The VPFG will oversee the IT unit, concentrating on security. Dr. Alexander is leading in the Western Interstate Commission for Higher Education (WICHE) as the Nevada representative on the regional alliance executive committee. John Hughes is heading up new retention committee. The TLC coordinator should be hired soon.
- b. Planning Council: YeVonne reported that the NSHE interim chancellor is Patty Charlton. The search to fill the chancellor position will begin after the completion of amendment of the bylaws. The TLC extended hours for midterms and finals. The online access policy needs to be re-worked. WebCollege reported that someone is contacting student without their knowledge. Committee updates – No RAP this year. The new AI Instructional Tech subcommittee is led by Andy Hughes. Summer energy savings and single use plastic discussion.
- c. Accreditation Committee: YeVonne reported that this group finished the 7-year report and are working on the committee meeting schedule.
- d. Enrollment Management Committee: Yuli reported that the committee completed the draft of updates to the enrollment management plan. New students, retention, part-time students, equity and inclusion for

underrepresented populations are included in the sections of the plan. The group is working on gathering feedback. Note that retention is one part of enrollment management.

3. Unit Updates

- a. Admissions and Enrollment Services: Andy reported that A&R staff are working on moving the start and end dates for 39 winter session classes to support the network refresh/shut down. Reminder that the Fall 7 week 1 grades are due on October 10. He is also working on the Commencement contract for 2024-2027.
- b. Academic Advisement: Staci reported that the annual transfer day event is on October 16 from 10 a.m.-2 p.m. A UNLV will be participating for the first time. Academic Advising is anticipating a busy time after the schedule is posted next week. In November and December, they will have one advisor each day doing drop-in appointments.
- c. Fitness, Wellness and Athletics: Geoff reported that the Fitness Center is looking into new software. In addition, they are taking a poll to determine the preference of a Fitness Center extended hour before 8 a.m. or after 5 p.m. The Basketball Club is having sign ups. Geoff thanked everyone who participated in the tailgate. It was a very successful event and the teams appreciated the support. The soccer teams have their best records ever: women are 9-4-1 and the men are 9-3-1. Both teams are very close to qualifying for regionals. Remember that the games times this week are earlier than usual. It is Sophomore Day during the upcoming Saturday games. The Health and Wellness Committee had the first sexual health testing day event. The vaccine clinics are going well. They are sponsoring the fun run/walk at the Mental Health and Wellness Fair at 1 p.m., 62 participants signed up so far.
- d. Financial Aid: Leslie reported that they are preparing for January release of the FAFSA. NV Promise deadline to apply is still October 31. Deadline to file a FAFSA has been extended to April.
- e. Equity, inclusion and Sustainability: Juana reported that the Northern NV Diversity Summit is February 22 and will be held at UNR. Call for proposals will be sent out soon. TMCC doesn't have the capacity to coordinate this event. The position posting closed today for the Native American student advocate.
- f. Student Life: YeVonne welcomed Laura Meacham to the SSD division. Laura will serve as the new AAIV in Student Life.
- g. International Student Services: Virag reported that the International Education Week event is on November 16 from 11-2pm. They will send out tabling information soon and are planning a guest speaker segment featuring Antoinette Hurtado. The international student numbers for Spring 24 are 18 new students and 15 transfer students. ISS is also planning an upcoming virtual recruitment event.
- h. Dual Credit Office: Jaquelyn reported that we are up 1% on New High School students and up 33% on continuing high school students. Spring planning is in full effect, working closely with schools on course requests for the upcoming semester. They are also going to be hosting the biannual Jump Start Advisory in the next couple of weeks. They are attending outreach events in hopes of recruiting students for the upcoming semester. They received \$272,000 from NDE for dual credit students and were able to spend down \$271,473.45 Also have the Windsong Foundation grant which is currently at 45K. The dual enrollment campaigns did well. The display OTT streaming drove over 69K in video views, over 1,100 website visits from view-through and paid visits with a low CPM of just \$10. Facebook and Snap had over 11,000 visits and both had above average CTR! Betty and Karen will be attending the National Alliance of Concurrent Enrollment Partnerships (NACEP) conference at the end of this month.
- i. Career Hub: Sidney is working on the transition of the SANDI grant staff person to the VPFPG office. The open positions are posted. The Internships program has site agreement with the City of Reno in the HR department. The Career and Internship Fair is Oct 17 from 10-2 p.m. in the Student Center.

- j. DRC: Tony reported that the DRC has 394 students registered with their office with 75 percent of them using accommodations. Getting back to pre-pandemic numbers. Student conduct has zero RSOs registered this semester. Have not received AI assignment complaints. Tony is working to learn how the Turn It program checks student's work and identifies AI generated papers. Tony also advised that he discovered that there may be a problem with fictitious students registered in online TMCC classes who have not paid their tuition. Andy and Tony to discuss this further.
- k. Welcome Center/Testing: Yuli reported that they welcomed Joanna Silva Moran to New Student Services/Testing Services. Testing Services is proctoring almost 400 tests per week.
- l. RAC: Brandon reported that they are up 12 percent in new students. Important recruitment dates: Las Vegas College Fair is October 18-19, TMCC Day on the Hill is October 21, Northern Nevada Recruitment Tour is October 29 to November 2, Nevada Promise application deadline is October 31 and the Reno College Fair is November 5.
- m. Counseling: Laura Meacham reported for Katie Paul. Counseling is hosting a Mental Health Carnival and Fun Run (or walk) in conjunction with the Health and Wellness Committee for World Mental Health Day on October 10. The event will be from 1-3 p.m. in the Plaza. There will be mental health-related games, face painting, the fun run (or walk), yoga, music, and treats. Please stop by if you're free! October is also Domestic Violence Awareness Month. Our Campus Victim Advocate will be hosting a table in the Student Center Thursday, October 12 and 19 from 11 a.m. to 2 p.m. This will include resources along with an art activity: students, faculty, and staff are invited to paint a message of hope on a t-shirt that will be hung for our clothesline project, helping to raise awareness for survivors of assault and abuse. Thursday, October 19 is Purple Thursday, A National Day of Action. In honor of Domestic Violence Awareness Month, everyone is encouraged to wear purple as a symbol of courage, survival, peace, and personal dedication to domestic violence awareness. Students can show us they are wearing purple that day to receive a small prize from TMCC Counseling Center in the Student Center! With the extension of Counseling's SAMHSA grant, the office will be partnering with Christie Campus Health for tele-psychiatry with licensed psychiatrists and MDs, and will be rolling out a 24/7 help hotline. Looking forward to this partnership taking off this month; campus marketing is to come! The extension to the SAMSA grant includes \$150,000 for tele health visits for psychiatric mental health support services.
- n. TRIOSSS: Sandra requested that the members save November 8 from 11:30 a.m. – 1 p.m. for the National First-Generation College Celebration event. This year it will be held at the Sports & Fitness Center; light refreshments will be provided. The event will highlight a fireside chat with TMCC Counselor Chris Westin and Juana Reynoza-Gomez, Program Director for Equity, Inclusion, and Sustainability as they will share their own first-generation experiences and insights as higher education professionals.
- o. SGA: Rino Takeuchi reported that this Wednesday SGA is holding their Wood-Sock event in Plaza where students may tie-dye a sock with different pride flag colors for National Coming Out day. There is also a barrel in front of the SGA office in RDMT 121 for TMCC community members to donate new socks for the unhoused population in the Reno-Sparks area.

End: 4:25 pm.