

**Cabinet Meeting
January 3, 2017**

In attendance:

Paul Robertson, Juana Jose, Mario Montes-Helu, Joann Miguel, Sylvia Hendricks, Jane Latane and George Miguel. Note Taker: Francina Francisco

Smudge

Main agenda item: Identify priorities for the coming year (calendar year 2017)

**Priorities for the FY2017 Year by Division and Department
Education – VP Education Juana Jose:**

1. Program reviews – must be complete by April 2017 (except for several of the newer programs)
2. Completion of Transfer of Credits – in process but slow – needs to be organized better and expedited
3. Mentoring Program – careers and goals of students need to be discussed and faculty need to play a role
4. Completing the Health, Social Services and IT programs – identified as needs from community and students – these programs need to be fully established.
5. Ensure the CANVAS Program (our learning management system) is up and running and that faculty are fully involved in it

Academic Chair – Mario Montes-Helu, Academic Chair:

Support for Project Success - federal funding for student persistence through the Great Lakes corporation –an emergency aid type of grant program that would assist students in emergency situations, i.e. car repairs. Funding is at no cost to the college. This will require prioritization for needs of students. In addition, Project Success would fund “Achieving the Dream” consultants to TOCC at no cost and several other initiatives. We need to identify our priorities during January. Our contact is John Gritts, tribal liaison with the Department of Education.

Admin & Finance – Interim VP - Joann Miguel:

1. Set up procedures for FY18 Budget process
2. Streamline and maintain budget portal to preclude over-expenditures and to provide for budget modifications as needed.

IT – Paul Robertson:

1. Support for CANVASS, the Learning Management System for online courses.
2. Finish report for needs of network – find way to fund needed upgrades
3. Complete the work toward online registration NLT February

Maintenance:

1. Preclude further GSA violations (toll fees, for example)

2. Develop overall maintenance plan with budget numbers for 2017

Senior Administrative Assistant – Francina Francisco:

1. Informed Cabinet of the Board Report submittal schedule and purposes for timelines: allows one day to work on compiling information to be in the mail to BOT members on a timely basis.
2. Will begin scheduling February and March presentations to Districts of the 2016 Annual Report and resolution of support for continued funding.

Student Services – VP Sylvia Hendricks:

1. Vendor Issue: offer contract for another semester of service with no changes to contract, if not accepted will need to be discussed further by Cabinet and plan will have to be developed.
2. Continue to refine and develop recruitment efforts and “one stop shop” process
3. Staff Changes: Gloria Benavidez has accepted the position of Support Specialist; Amber Tiokasin was promoted to Administrative Assistant; Avis Ramirez is the full time receptionist. There are also two new hires for Security Staff: Kimberly Velasco, who is also a student; another individual whose appointment is pending the outcome of reference checks. Residence Life Director Annamarie Stephens duties will now solely include responsibilities for the residence facilities.

Development – Director of Development, Jane Latane:

1. Fund development – Create a specific plan. Highest priority
2. Employee Payroll Deduction Contribution Plan – unveil request at January 20, 2017 All Staff Meeting
3. Approach Board for commitments for contributions
4. SCAC – submit site proposal allowing them to be a teaching site and may need to include a proposal to approach HLC regarding other sites where classes are delivered, such as Pascua Yaqui and Desert Diamond Casino.
5. Free Port McMoRan – Received 16,000, and use is to be for purchase of a Hot or Cold table and to include TOCA to provide nutrition training. This is part of the initiative to provide healthy meals (breakfast and lunch) for students at Main Campus.
6. Proposal for elder abuse prevention modules designed by U of A under grant from US Dept of Health and Human Services for aging – TOCC was included in a grant proposal to deliver the modules – total grant request is \$37,846.
7. Awaiting decision on the grant for Upward Bound that was submitted in fall 2016.

Apprentice – George Miguel, Occupational Chair:

1. Fully develop the three new programs approved: HVAC, Masonry and Heavy Equipment
2. Work more closely with Leslie and resolve registration issues
3. Complete projects with the USDA grant: patio, fence, signage, roof, etc.
4. Program reviews

Other Discussions:

Dr. Duffy – professor from U. Massachusetts, will be visiting the college over the weekend to work on repairing solar equipment at Pisinemo District. Sylvia will check with Edna Morris for lodging availability, otherwise permission will be granted to allow lodging in the West Campus Administration Building. (Note: subsequently the team notified TOCC they will be staying in Pisinemo)

For the **January All Staff Meeting**, staff will be tasked with discussing the accomplishments made as well as to analyze goals that were set but not achieved. The group will also discuss priorities for the 2017 year. Institutional Research will help facilitate this session.

BASIS school **pre fabricated building:** analysis indicated that the construction costs are reasonable. A plan will now be completed using the school's architecture as a concept to be used as a vehicle to request for funds for a multi-purpose building (perhaps including crowd funding). This to be completed in February 2017.

Committees Needed: Planning committee for distance learning and policy development committee – to include faculty involvement on an ad hoc basis.

Retention – no comprehensive organized effort is apparent; needs a comprehensive plan to bring together the various pieces. Investigation on a daycare facility and how much it would cost to operate – would this be helpful for those potential students who have children and are not able to attend college? This planning has to be a priority for Student Services.

Percent of graduating students at TOCC - Institutional Research was asked to determine what percentage of TOCC students who take developmental classes ever go on to graduate. They found that 9% of TOCC students who test into developmental classes actually graduate with a certificate or degree. Nationally, "Only 28 percent of community college students who take a developmental education course go on to earn a degree within eight years." A question for TOCC: where are our resources going? What can TOCC do to increase the success rate of students in developmental courses? After all, upwards of 90% of TOCC students take developmental courses. Are we allocating our resources properly? Are we truly following our mission? Much more to come on this in next few weeks. Discussion also included working more with the high schools.

Himdag and Mission - What more needs to be done to create a college community that relates back to the culture, vision and mission and projects a strong commitment to the mission of the college.

Discussion around securing district support for five-year allocation – strategizing the presentation, the importance of having students present to speak about the college as support, and providing written evidence of efforts during past 5 years.

Online Course Delivery: TOCC will offer two online courses in the summer, along with a schedule of classes delivered far in advance.

President will attend AIHEC Meeting in DC in February. This is the annual DC meeting.

Student of the Year – past practices involved the scholarship committee selecting a student. This year, information was sent to students for applying. Questions included how will the student know they will be eligible to apply. Sylvia will confirm the process in selecting the student.

President requested to be apprised of all proposed travel outside of the state. The people that are traveling must be up to speed with their job functions and responsibilities at the college, and the travel must be in support of tangible TOCC goals.

GSA fleet will be reviewed and number of vehicles may be cut. Discussion included purchasing several used vehicles as a possible option.

Donations to the college on the website involves a process with PayPal. When a donation occurs, Controller Michael Mainus receives notification and forwards to Jane Latane. An IRS letter is provided to the donor. Donated funds are being accounted for under the “Capital Campaign” line item to effect ease of tracking (more on this matter on p. 2 of this report).

Adjourned at 5:10 PM