

ARMSS-Tonya's Notes

Dates: 07/18/2023-08/03/2023

Reflection: What tasks were completed?

Administrative Tasks

Attended Noel Levitz conference in Nashville, TN.

Activated P Card.

Approved payment authorization for R. Hunt and D. Bahe to travel to Noel Levitz.

Purchasing

Hotel/Meals/Travel costs to Nashville.

Advisor online training from Florida Atlantic.

Advisor reference books on relational advising.

LaQuinta hotel rooms for 4 center staff.

Breakfast from Lotaburger for retreat.

Lunch from Star 66 for retreat.

Snacks and supplies from Safeway for retreat.

Retreat office supplies and participant supplies from Amazon.

Reference books on relational advising, student engagement, and belonging for retreat references.

Purchased 1 signature machine to be used at Show Low campus to determine if they are acceptable to be purchased/used at all other campuses and centers.

Strand 1

- None

Strand 2

- Met with Michael and Jonathan to finalize VOSC set up for retreat.

Strand 3

- Approved for Josh to purchase advising reference books to be used in advisor training through Florida Atlantic. Approved training costs.

Strand 4

- Finalized LCC candidate(s) to interview.
- Selected 1 candidate to move forward with to interview.
- Interviewed candidate.
- Determined candidate was a 'yes' hire.
- Worked with HR to move forward with hire.

Strand 5

- Hosted retreat for NPC center staff on August 3.
- Contacted Katie Matott regarding websites for NPC Native American Student Success and tribal center sites.

Strand 1-5

- Traveled to Nashville for Noel Levitz conference.

Planning: What tasks will be completed?

Administrative Tasks

Set up financial aid training for Marletha's staff. "My financial academy" holistic training.

Budget check.

Purchasing

RISC contract needs to be completed.

Payment arrangements for TEACH modules from USU need to be explored.

Strand 1

Follow up Last Call Media to determine their progress toward completion. Funding needs to be drawn down for their services as a vendor.

Strand 2

Meet with VOSC team again to determine ways to spend the remaining funding.
Possibly reach out to Don Crews to see if unused funding can be forwarded to year 2 or 3. It will still be kept in the same line.

Strand 3

Work with Josh on development of Moodle classroom on Relational Advising for front office staff.
Inquire with Lance Heister about how front office staff will get paid their stipend from the grant when they complete the Relational Advising PD course.

Strand 4

Work with HR to finalize hire of LCC candidate.

Strand 5

Plan visit to centers in August to finalize center plans for 2023-2024.
Budget center events into Year 2 grant funding.
Work with Katie to develop websites for Native American Student Success at NPC and center sites.

Strand 1-5

Travel to Noel Levitz in Nashville from July 24-28.

Anticipate

Possible Speedbumps

None

Resources

Questions:

1.

Notes