

ARMSS-Tonya's Notes

Dates: 08/04/2023-08/31/2023

Reflection: What tasks were completed?

Administrative Tasks

Hired Rickey Jackson as Learning Communities Coordinator
Belonging Committee meeting on 08/09 and 08/28.
NPC Convocation.

Purchasing

Signature tablets for front offices.
Office chair and supplies for Rickey.
Office supplies for next retreat.
Mileage reimbursement for Tonya (Kayenta and Hopi on 08/17)
Travel costs/reimbursements for center staff for travel to 08/03 retreat.
Hotel costs for staff for retreat.
Reconciled P-card transactions.
Advisor training/reference books for Josh.
Survey Monkey subscription.
2 iPads, keyboards, iPencils for Tonya and Rickey.

Strand 1

- Met with Last Call Media and Katie on 08/08 to discuss progress of OIC build. They still want to speak with students for feedback.
- Don Crews approved budget carryover for unused funding.

Strand 2

- Don Crews approved budget carryover for unused VOSC funding.

Strand 3

- Teleconferenced with Josh on 08/23 for strategy 3 update.
- Finalized RISC survey components with Judy.
- Finalized RISC contract, forwarded to Dr. Hazelbaker, final contract sent to RISC.
- Received purchase contract from 'My Financial Academy' for financial aid staff holistic financial training.
- Sent 'My Financial Academy' contract to Dr. Hazelbaker for signing.
- Presented new All Front Office retreat to the Campus & Center Manager Monthly meeting on 08/15.

Strand 4

- Hired Rickey Jackson
- Requested budget reallocation from Don Crews to deposit travel funds for LCC travel through September.

Strand 5

- Received final completion list of TEACH participants from UTU.
- Site visits to White River, Hopi, and Kayenta on 08/15 and 08/17.
- Met with University of Redlands to discuss possible partnership for NPC students to matriculate to U of Redlands for Bachelor completion.
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Strand 1-5

- Planning for All Front Office staff retreat.
- Recruited colleagues for retreat presentations: Dr. Michelle Lee, Nick Brown, and Brandi Hodo.
- Requested budget reallocation permission from Don Crews to cover retreat costs.

Planning: What tasks will be completed?

Administrative Tasks

Will present ARMSS grant initiative to VPAS meeting on 08/31.

Will host ARMSS advisory team meeting on 08/31.

Budget check.

Finalize purchases and spending to end Grant Year 1.

Will attend the Open Textbooks for Rural Arizona Summit in Prescott on 09/29. All expenses will be paid, received invitation to attend from Michael Wetta, NPC librarian.

Purchasing

Payment contract and allocation for TEACH.

Payment for My Financial Academy.

Make effort to zero out lines: office supplies, RISC survey, Cross-training for 30 front office staff, My Financial Academy, and TEACH.

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

VOSC follow up planned for Front Office Staff Retreat on 09/16. Michael Jacobs has confirmed to be there.

Strand 3

Finalize Retreat agenda and presenters.

Get confirmation from Don Crews regarding budget reallocation.

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.

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

Work with Judy to finalize RISC survey.

Strand 4

Work with Rickey on his focus group interview project.

Strand 5

September site visits.

Develop budget for their Fall event.

Work with Katie to develop websites for Native American Student Success at NPC and center sites.

Collaborate with U of Redlands on partnership.

Strand 1-5

Finalize travel to Student Retention Symposium in October.

Anticipate

Possible Speedbumps

None

Notes

