

ARMSS-Tonya's Notes

Dates: 06/19/2023-07/18/2023

Reflection: What tasks were completed?

Administrative Tasks

Made arrangements for ARMSS grant to cover Noel Levitz Conference and travel costs for Rebecca Hunt and Dawayne Bahe.

Recruited deans and faculty for the ARMSS LCC position: Dr. Ma, Ruth Z., Ryan J., and Shandiin D.

Set up new laptops and screens in my office.

Had a one-on-one meeting with Dr. Hazelbaker on June 28.

Attended Deans & Directors meeting at Silver Creek on June 29.

Attended NPC Belonging committee meeting on July 13.

Received P-Card.

Purchasing

Air ticket to Nashville.

Strand 1

Met with Last Call Media on June 29 with Michael Jacobs. He asked to meet with this vendor to ensure it aligns with his work for NPCs software systems.

Strand 2

Made final purchase of VOSC hardware and desks.

Met with VOSC advisory team on July 7. Arrangements are being made to purchase new Apple iPads for campus Target X Queue purposes.

Conversing with VOSC team to determine how to spend the remainder of the funds.

Strand 3

Josh used ARMSS funds to purchase online training spots for his advisors on relational advising strategies through Florida Atlantic. This purchase will close out his budget strategy line.

Strand 4

Convened a hiring committee.

Job was posted with a closing date of July 15.

Held first committee meeting on July 18 to determine which candidate(s) to move forward with.

Strand 5

Finalized Environmental Scan proposal to be discussed with Dr. Mike and center staff.

Finalized retreat presenters.

Finalized retreat agenda.

Strand 1-5

Convened a meeting with Josh, Dr. Mike and Judy regarding the RISC survey.

Reserved 5 hotel rooms at LaQuinta for center staff for ARMSS retreat.

Recruited Star 66 coffee shop to cater ARMSS retreat lunch.

Hosted a ARMSS advisory committee meeting on Friday, July 7.

Planning: What tasks will be completed?

Administrative Tasks

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

Budget check.

P-Card needs to be activated. Need pin number from Finance to complete this process.

Purchasing

Hotel rooms for center staff during retreat.

Retreat breakfast, lunch, and snacks.

Retreat materials and supplies.

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

Host interview with candidate for LCC. Doodle poll must be sent out to hiring committee to determine soonest date to conduct this.

Strand 5

Retreat to be held on August 3.

Finalize retreat guest list for food count.

Strand 1-5

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

Anticipate

Possible Speedbumps

P Card Issues

Purchasing order issues

Incomplete Interview Committee may slow process down

Resources

Questions:

1. None.

Notes