

ARMSS-Tonya's Notes

Dates: 06/01/2023-06/16/2023

Reflection: What tasks were completed?

Administrative Tasks

Called Don Crews to follow up on reallocation. He approved it.

Budget check after approval for reallocation.

Signed new 2023-2024 contract.

Requested for a P Card.

Researched how to travel to Nashville for the Noel Levitz conference. Identified 2 additional staff to take under grant budget: Dawayne Bahe and Rebecca Hunt.

Purchasing

Submitted PO for Noel Levitz Conference Fee.

Strand 1

None. Could not get face-to-face meeting set up between One Stop Media and NPC students.

Strand 2

Site visit to Hopi and Kayenta.

Jonathan confirmed all 9 stands have been delivered and assembled. IT hardware should be delivered soon.

Strand 3

Discussed with Josh the possibility of creating a Moodle classroom for Front Office Staff to present foundations of relational advising. This will allow staff to earn stipend as budgeted in the grant.

Explored Moodle platform.

Strand 4

Don Crews approved early hire of LCC.

Started the HR job announcement process.

Have 2 committed hiring committee members: Shandiin Deputee and Ryan Jones. Waiting to hear from other invitees. Josh has stated he is willing to be on the committee if needed.

Began creating framework for LC initiative. Will be using

Strand 5

Sent TEACH lab modules to President's Cabinet and Belonging Committee.

Explored idea of Environmental Scan to be completed for community/student/staff/faulty data harvest.

Strand 1-5

Created retreat working agenda and discussed how relational advising concept can be woven into session with Josh.

Booked classroom at PDC for retreat.

Planning: What tasks will be completed?

Administrative Tasks

Leave slips for 06/09/23 (Sick Leave) and 06/28/2023 (Sick Leave).

Purchasing

Air ticket to Nashville.

Printer for ARMSS staff.

RISC survey.

Strand 1

Try to arrange One Stop Media and NPC student meeting.

Strand 2

Follow up with Leslie and Jonathan on VOSC IT hardware.

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

Finish framework for LC initiative.
Finalize interview committee and submit HR paperwork to get position posted ASAP.

Strand 5

Finalize retreat agenda.
Finalize theoretical framework to be used for Native American Student Success initiative at NPC.
Finalize Environmental Scan proposal to be discussed with Dr. Mike.

Strand 1-5

Get hotel quotes for retreat hotel rooms for center staff.
Get catering quotes for retreat.

Anticipate

Possible Speedbumps

P Card Issues
Purchasing order issues
Incomplete Interview Committee may slow process down

Resources

Questions:

1.

Notes

Empty box for notes.