

## ARMSS-Tonya's Notes

Dates: 09/01/2023-10/03/2023

### Reflection: What tasks were completed?

#### Administrative Tasks

- Joined President's cabinet meeting to discuss TEACH course.
- Attended grant training on 09/11.
- Submitted a priority action plan to Dr. Solomonson and Maderia Ellison for NPC strategic plan.
- Attended DEIB Belonging meeting on 09/25.
- Met with Donna Sosemon to finalize end of Year 1 ARMSS budget.
- Attended Open Textbooks for Rural Arizona Summit in Prescott, AZ from 09/28-09/30.

#### Strand 1

- Met with LCM to finalize landing page appearance and language. (September 13 and 27)

#### Strand 2

- After consulting with M. Baloo and D. Stuart, purchased cameras and mics for financial aid staff to carry out VOSC initiatives on back end at PDC main campus. (\$601.28)

#### Strand 3

- Made front end contract purchase of RISC survey (\$500).
- Met with Judy on 09/28 to discuss RISC roll out plan.
- Contract set up and purchase of 'My Financial Academy' for financial aid advisors. (\$749)
- Hosted training session on Saturday, September 16 via WebEx for 30 front-office staff, as per ARMSS grant task.
- Contracted 4 trainers for front office staff training. Approved by Don Crews. (\$450).
- Conducted pre and post surveys for training session.
- Completed stipend payments for 35 front office staff for training. (\$320/staff x 30 = \$9600)

#### Strand 4

- LC student focus group in Whiteriver 09/13/23.
- LC student focus group in Kayenta 09/20/23.
- Purchased food items for each of Rickey's focus groups throughout the month of September.
- Purchased Rickey's airfare to Texas for LC conference week of November 6 (\$435.40).
- Purchased Rickey's conference registration fee for LC conference. (\$399)

#### Strand 5

- Worked with UTU to edit the TEACH course to reflect Dr. Hazelbaker and his cabinet's requests.
- Purchased TEACH modules (\$4995).
- Met with HR to discuss how to roll out TEACH course. Will begin by presenting to supervisor group.

#### Strand 1-5

- Hosted ARMSS Advisory Committee meeting on August 31.
- Submitted travel authorization for Student Success Conference in NOLA October 23-27.
- Purchased flight to NOLA (\$641.40)
- Volunteered for Indigenous Day activities at PDC. Submitted for my food handler registration permit.

### Planning: What tasks will be completed?

#### Administrative Tasks

Budget check.

Close out Year 1 budget with Donna.

ARMSS Grant Annual Report (no information available, yet)

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. Tonya and other VOSC team members to travel to campuses and centers to train staff on VOSC set up.

Strand 3

Launch and roll out RISC survey.

Follow up with financial aid advisors progress on 'My Financial Academy'.

Strand 4

Travel with Rickey to Valley area college that has Learning Communities.

Strand 5

Set up standing monthly visits to tribal center sites.

Work with tribal centers to identify fall community event.

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

Travel to Student Retention Symposium in October.

**Anticipate**

Possible Speedbumps

- Closing of Year 1 Budget. Some items may not show until after October 1 and will need to be moved to Year 2 budget. Working with Donna to identify what purchases are affected.

**Notes**