



<b>Instructional Sites Meeting Minutes</b>	<b>Attendees:</b> <ul style="list-style-type: none"> <li>✓ Dr. Vangee Nez, Coordinator of Kirtland Site</li> <li>✓ Sherietta Martinez-Brown, First Year Experience Career Academic Advisor</li> <li>✓ Jerlynn Henry, Dean of Student Services</li> <li>✓ Dr. Delores Becenti, Director of Enrollment Services</li> <li>✓ Freda Joe, Dual Credit Coordinator</li> <li>✓ Kelly Chiquito, Registrar</li> <li>✓ Arlena Benallie, Director of Chinle Site</li> <li>✓ Wanda Jimmie, Data Technician</li> <li>✓ Brenda Yazzie, Recruiter</li> <li>✓ Sheena Begay, Director of Institutional Date and Reporting</li> <li>✓ Jarvis Draper, Recruiter for Chinle Site</li> <li>✓ Clinton Desiderio, Director of Communications</li> <li>✓ Gary Segay, Financial Aid Manager</li> <li>✓ Dr. Casmir Agbaraji, Dean of Undergraduate Studies</li> </ul>
<b>Date:</b>	Wednesday, January 19, 2022
<b>Time:</b>	10:09 - 11:16 a.m.
<b>Location:</b>	Zoom

**I. Call to Order**

Dr. Agbaraji called the meeting to order at 10:0 a.m.

**II. Approval of Agenda**

Dean Jerlynn motioned to approve the agenda, seconded by Sherietta.

**III. Approval of Meeting Minutes**

A. October 20, 2021

Dean Jerlynn motioned to approve the meeting minutes of October 20, 2021 and seconded Brenda.

**IV Marketing and Recruitment**

- A. Advertising
- B. Recruitment

Clinton said he revising the general brochure. Arlena suggested announcing the on the radio that the mode of instruction for the first two weeks will be online.

**V. Enrollment**

- A. Spring Semester 2022
- B. Spring Intersession 2022
- C. Book Orders – Akademos

Kelly presented the enrollment numbers as of January 19, 2022, which as 854.

Dean Henry stated that old textbooks are out of stock and instructors need to start using the new books.

**VI. Skyhawk for Success Referrals Due Updates for Spring 2022**

- A. <http://www.navajotech.edu/skyhawk-for-success>
- B. 1<sup>st</sup> Week: January 21, 2022
- C. 3<sup>rd</sup> Week: February 4, 2022
- D. 6<sup>th</sup> Week: February 25, 2022
- E. 9<sup>th</sup> Week: March 18, 2022
- F. 12<sup>th</sup> Week: April 8, 2022

Sherietta mentioned that some students were upset because NTU went virtual for the first weeks of the semester; therefore, the students had to make last minute adjustments.

**VII. Project Success - Achieving the Dream (ATD)**

- A. Emergency Aid
- B. Paid Internship
- C. GradReady

Dean Henry mentioned that she has not received the emerging aid fund this semester from ATD, but she has some money in her budget to help students purchase hotspots. Shawna Begay is hired at the new Career Services Coordinator.

**VIII. Next Meeting Date**

The next meeting is scheduled for February 16, 2022, at 10 a.m.

**IX. Adjournment**

Sherietta motioned to adjourn the meeting at 11:16 a.m. and seconded by Dean Henry.