

BOARD REPORT

NOVEMBER 16, 2022

DINÉ COLLEGE

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Vice President of External Campus & Sites



Mission Statement:

External Campuses and Sites will expand services to students near their home areas to advance student learning.

External Campuses and Sites Structure:

The Vice President of External Campuses and Sites (VPECS) supervises all the Center Directors, Center Managers, and Micro-campus personnel. At the Shiprock branch campus, VPECS supervises the Shiprock Security Supervisor, Maintenance Foreman, Administrative Assistant, Librarian, and Finance Office Coordinator.

Personnel support at Centers and Sites:

Positions	Tuba City	Window Rock	Chinle	Crownpoint	Newcomb	Aneth	
	Center	Center	Center	Center	MicroSite	MicroSite	
Center Director	✓		✓				2
Center Manager		✓		✓			2
Learning Center Coord.	✓	✓			✓	✓	4
Office Coord.	✓	✓	✓				3
Office Manager				✓			1
Program Coord.	✓						1
Total	4	3	2	2	1	1	13
Changes in FY23	4	3	0	2	1	1	11

Projects Listing Only:

- Crownpoint Center building roofing project
- Shiprock south classroom building roofing project
- Shiprock Math and Science Building project
- Tuba City Student Success building project
- Newcomb Internet upgrade (pending internal decision)
- JENZABAR access for the Learning Center Coordinators to run reports and assist with admission processes.
- Grant implementation: The grant proposal for Food Security at Tribal Colleges through the New Mexico Higher Education Department was submitted for a total amount of \$150,000.00. Deputy Secretary Trujillo was only able to award \$40,000.00 for the Crownpoint Center.

Student Engagement at Sites Through Collaboration with other Departments:

- On September 5, 2022, Crownpoint Center hosted a Livestock First Aid Workshop, and it was in collaboration with the Dine College Land Grant Department and the Navajo Sustainable Agriculture Project - NMSU; The event centered around livestock first aid for large animals, like cattle, sheep and horses. It was well attended on both days. An eventful event that had the O&M staff, Security helped with tent setup and being on site for screening.
- Routine walk throughs were conducted through the building at the Crownpoint Center, as well as obtaining information from staff on issues or potential issues.
- Crownpoint Center staff continue to help Adult Education Instructor activities at the Center.
- Window Rock Center: Sept 8th Outreach Event at Navajo Nation Kids Day at Window Rock Fairgrounds. Oct 19th Trash Pickup. Window Rock Center’s Adopt a Highway. Oct 31st Outreach Event at Fort Defiance Office of Dine Youth. Participated in their Trunk-Or-Treat.
- Tuba City staff participate in hosting events: “Financial Aid Day”, Kids Day Event, “Advising Day”, Presentation at local high schools. The College took first place in the Tuba City Fair and Parade.
- On September 7, 2022, the Center Director and STEM faculty and students attended the Tuba City Chapter meeting for approval of resolution for Navajo Nation IBR application for research.

Challenges:

- Crownpoint Center: The Access Road efforts to get the name Mercy Drive as our official road name has been completed and was sent to the Dine College Board of Regents for Formal acceptance and usage. It is recognized and established plus the amount of time and effort put into getting to this point was very time consuming. The Crownpoint Center recommends to keep the name at this point in time and possibly seek to change it in a couple of years.
- Tuba City Center staff has been requesting for a Computer Technician. Finally, a part-time Computer Technician was assigned on October 24, 2022. The staff is very grateful for the technical support at the Center.
- Tuba City HVAC system needs attention after the recent rain.
- The Tuba City Center staff compiled student enrollment data using student addresses. The result showed 269 students are from surrounding areas of Tuba City Center. The data was pulled from JENZABAR EX.
 - Tuba City area – 201 students
 - Cameron 4
 - Flagstaff 6
 - Kiabeto 5
 - Luepp 1
 - Page 10
 - Shonto 10
 - Tonelea 32
 - Kayenta 59 (not included as these students travel to Shiprock or Tsaile)

Data Collection for the Centers/Sites/Microsites:

All the external operations away from the main Tsaille campus make every effort to provide general students services, the same kind of services that a student or a potential student would get at the main campus so that they do not have to travel the distance. With the exception of person-to-person on-site advising and registration, these services are provided only at the Tsaille and Shiprock campuses. The advising and registration services are available at the Tuba City center and limited to the CMA cohort students in most cases because Dr. Hakim coordinates the program out of the Tuba City center under the School of STEM.

The data collected since Febraury 2022 gives a picture of the general student services activities happening at the external campuses, sites, and microsites. The table below show how many students visit their local Dine College operation. Note that the Shiprock Student Affairs data report is not part of this report due to the fact that the reporting goes to the Vice President of Student Affairs by the Associate Director of the Student Affairs. The Vice President of the External Campuses and Sites do not supervise the Associate Director of the Student Affairs.

The table below show how many students visit their local Dine College site for any number of reasons. Other data is collected for the general population who visit the Dine College sites for events or activities. This table only represents the number of students who come to the Dine College sites to attend their class, have a quiet study time, inquire about their account holds, pay their bills, or use the computer lab for registration. By far, Tuba City Center is the most active center. As I mentioned before, Tuba City does provide advising and registration on a limited basis and that maybe the reason why the traffic is a little higher. Also, Tuba City center does offer face-to-face lecture and labs classes at the center.

In the month of August, more students visited their Dine College local site. Normally, fall enrollment is happening during the month of August and the data supports that assertion. The in-person visits at the Window Rock center for the months of September and October is in regards to dropping off documents, obtaining enrollment verification, inquiries about spring semester course offerings and taking in-person exam.

STUDENT VISIT TO THE SITES										
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	Total
ANETH	8	10	9	3	4	2	8	4	3	51
CHINLE		40	65	71	55	71				
CROWNPOINT	3	2	7	14	16	9	103	88	64	242
NEWCOMB		4	1	10	14	22	37	16	11	115
SHIPROCK(LIB)	27	39	49			6	153			274
TUBA CITY	99	185	161	88	125	144	309	65	38	1,214
WINDOW ROCK	11	3	8	17	4	9	74	84	51	261
	186	283	300	203	218	263	684	257	89	

The next table show how many students called their local Dine College site. Here again, Tuba City is the most active site in receiving phone calls. Overall, in the month of July, more calls were received. This may be due to the College announcing tuition grant and other grants that became available to the students and they were inquiring about the grants. Into the month of August, calls remain at high level during registration. On average, the month-to-month calls average is around 345. The numbers are skewed because due to missing number numbers and the Chinle center closing.

Previously, the Shiprock Library was included in the reporting numbers for the phone call inquires. Now, the Shiprock Library is taken out so that the numbers only reflect the actual centers, sites, and microsites data. Capturing the phone

call activities at the centers and sites provide information about the usefulness of the centers and sites by the students, otherwise all these calls will be going to the main campus. Phone calls received at the Window Rock Center for the months of September and October are in regards to add/drop courses, student account balances, inquiries about center operation hours, and questions about early registration.

STUDENT PHONE CALL INQUIRIES										
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	Total
ANETH	10	4	3	4	5	4	10	13	15	68
CHINLE	39	53	47	48	39	54				280
CROWNPOINT	24	37	41	60	69	50	92	51	42	424
NEWCOMB		15	17	15	13	21	19	15	11	126
TUBA CITY	213	214	249	164	209	250	205	173	89	1,766
WINDOW ROCK	35	34	40+	53	24	61	102	54	37	440
	321	360	397	344	359	440	428	306	179	

All Dine College centers and sites now have a debit or credit card reader. The purpose of have the card readers at the centers and sites is take payment from students so they do not travel to the main campus just to make a payment. Students come to their local Dine College site to pay towards their outstanding bills, pay their graduation petition fee, and other fees. This is for the student conveniences. Newcomb and Aneth microsites do not have card readers.

Payments received at the Window Rock Center in September is for a textbook purchase and unofficial transcripts. Payments received for the same center in October is for unofficial transcripts. This is a true representation of other centers and sites why student visit their locale Dine College site. The centers and sites play a critical role in collecting payments from students to quickly remedy financial holds on student accounts and to continue to be available for payment collection at any given time throughout the year.

PAYMENTS COLLECTED AT THE SITES									
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
CHINLE	\$ 335.00	\$ 55.00	\$ 192.50	\$ 1,283.95	\$ 30.00				
CROWNPOINT	\$ -	\$ -	\$ 82.50	\$ -	\$404.00	\$505.00	\$246.00	0	0
SHIPROCK	\$ 970.00	\$ 3,086.62	\$ 3,838.13	\$3,981.30	\$2,363.40	\$2,777.79	\$4,275.76	\$978.88	\$743.00
TUBA CITY	\$ 658.50	\$ 956.50	\$ 780.50	\$ 1,085.00	\$ 713.00	\$1,144.00		\$75.00	\$145.00
WINDOW ROCK	\$ 44.25	\$ 237.25	\$ 724.00	\$ 430.00	\$ 263.02	\$620.00	\$1460.95	\$26	\$5
	\$2,007.75	\$4,335.37	\$5,617.63	\$6,780.25	\$3,773.60	\$5,046.79	\$5,982.71	\$1,079.88	\$892.00

The centers and sites continue to receive students at the sites for computer lab usage, but in low numbers compared to the table for students visiting the centers or sites for all other reasons. This indicates that fewer students use the computer labs at the centers and sites. Shiprock Library and Tuba City Center are the most active sites. Numbers reported for the months of August, September, and October are elevated. Perhaps this is due to increased enrollment for the Fall semester. Students tend to use the computer labs more during mid-term and finals week. The numbers tend to support that.

A decision was made prior to mid-term to implement extended lab operation hours for working students that need a quiet place to do their school work. After collecting data on after-hours computer lab usage, the numbers were very low.

Small centers were open up to 7:00 pm or 7:30 pm. The Shiprock Library remained operational up to 9:00 pm. While the smaller centers and sites scaled back their operational hours, Shiprock Library maintained extended hours. All will go back to extended operational hours during the upcoming reading wee and finals week.

COMPUTER LAB USAGE BY STUDENTS										
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	
ANETH	10	9	8	5	5	3	10	2	6	58
CHINLE	29	27	39	34	39	40				
CROWNPOINT	0	0	0	0	10	1	34	68	40	153
NEWCOMB	0	8	1	10	15	25	38	16	11	124
SHIPROCK LIBRARY	26	48	26	5	4	1	76	75	103	364
TUBA CITY	16	13	29	16	31	31	91	73	63	363
WINDOW ROCK	1	1	6	3	0	0	29	42	29	111
	82	106	109	73	104	101	268	274	246	