



MEETING MINUTES APRIL 21, 2023

10:30 – 12:00 p.m. Virtual Meeting - Zoom

Meeting called to order: 10:35 a.m.

In attendance: Ben Davis (Chair), Felipe Gutierrez De Alba, Ashlyn Herold, Leslie Jia, Kate Kirkpatrick, Staci Miller, Lora Robb, Conrad Wong

Absent: Tommie Guy, Jim New, Juana Reynoza-Gomez

Approval of March 17, 2023 Meeting Minutes

Ben Davis moved and Kate Kirkpatrick seconded to approve the March 17, 2023 Administrative Faculty Committee Minutes. The committee approved the minutes as amended.

Position Reclassification Ad-hoc Committee

The process is a meeting with the supervisor where a discussion of the job duties occurs. The reclassification procedure is in early stages of discussion. The procedure would be tied to an annual performance review of job description and a rubric would be created. The ad-hoc will be meeting with Human Resources next. Lauren Sanew (or a delegate from HR) agreed to attend the adhoc committee for Reclassification of Administrative Faculty.

Salary Advancement Policy for Administrative Faculty

A brown bag lunch was held to gather feedback. Ron Marston attended to aid the administrative faculty in creating a policy. Suggestions were to have administrative faculty included in the policy being created by the Salary, Benefits and Budget Committee for academic faculty, create a resolution to earmark funds for administrative faculty, and create a subcommittee to begin work. The invite can be made to all faculty.

The committee reviewed and edited the following Resolution:

Resolution of the Administrative Faculty Committee of Truckee Meadows Community College for Administrative Faculty Salary Advancement

Administrative Faculty Committee approved on April 21, 2023

To be presented to Faculty Senate: May 12, 2023

Whereas administrative faculty, equal to academic faculty, are integral to the college's success and operations and therefore should be offered parity in opportunities for salary advancement;

Whereas because professional employees do not have a designated pathway to regular pay increases, the institution risks losing, and does lose, valuable resources to competing organizations;

Whereas the employer / employee relationship should be built on the mutual agreement that pay, purpose, and pathways will be agreeable;

Be it resolved, the TMCC Administration and the TMCC Administrative Faculty Committee will collaborate whereas:

The TMCC Administration will, in good faith, earmark no less than \$100,000 annually to fund eligible administrative faculty for salary advancement per an agreed upon policy; and

The TMCC Administrative Faculty will, in good faith, draft an efficient and equitable policy to be reviewed and approved by the TMCC Administration upon amenable terms being agreed upon; and

Future discussions on salary advancement policies will include academic and administrative faculty.

Ashlyn Herold moved and Lora Robb seconded to approve the resolution. The committee approved the resolution.

Professional Development / Administrative Faculty Events

There were no updates. Counseling has the information for upcoming mental health and wellness events.

Campus News

The At-Large Senator nomination period is open until April 24, 2023.

New Business

The committee's next meeting is May 12 which is also Commencement and Faculty Senate day. The committee agreed to move to the May 12 meeting to May 11 at 10:30-noon.

The committee will meet in a hybrid format. Ben will let the Senate Office know what room he would like to reserve for AY 23-24.

It was requested to discuss the low staffing model at the May meeting.

Old Business

Performance evaluations and the new forms may have some edits that will come to the committee for review.

Adjournment: 12:20 p.m.

Next meeting May 11, 2023 at 10:30 a.m.