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# INSTITUTIONAL ADVISORY COUNCIL MINUTES

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**Friday, November 5, 2021**

9:00 am to Noon

Truckee Meadows Community College

Via Zoom

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## 1. Roll Call:

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**IAC Members:** Vice-Chair McCormick; Council Members: Debra Biersdorf, Marissa Brown, Dr. Sesh Commuri, Edward Estipona, Joseph Greco, Dr. Mindy Lokshin, Joseph Nannini, and Steve Reid

**Guests:** Regent Carol Del Carlo, Vice Chancellor Crystal Abba, Vice Chancellor Caleb Cage, and Assistant Vice Chancellor Craig von Collenberg

**Ex Officio:** Dr. Virginia Irintcheva, Faculty Senate Chair; Darian Richards, Student Government Association (SGA) President; Amy Cavanaugh, Nevada Faculty Alliance Representative; Tina May, Classified Council President

**Administrators/Faculty/Staff:** President Karin Hilgersom, Vice President of Student Services and Diversity, Estela Gutierrez, Vice President of Academic Affairs, Dr. Jeff Alexander, Associate Vice President Elena Bubnova, Dean of Technical Sciences Barbara Walden, Dean of Life Sciences, Allied Health, and Public Safety, Dr. Julie Ellsworth, Dean of Math and Physical Science Anne Flesher, Ron Martson, Interim Dean of Liberal Arts, Interim Executive Director of Facilities and Capital Planning, Dr. Ayodele Akinola, General Counsel John Albrecht, TMCC Foundation Executive Director Gretchen Sawyer, Grants Coordinator Ashlyn Moreno, Special Assistant to the President, Dr. Dana Ryan, Executive Assistant to the President and Recording Secretary Lisa Farmer, and Administrative Assistant Valerie Kelley

**Absent:** Chair BJ North, Council Members: Robert Chisel, Kris McLean

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## 2. Public Comment

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Vice Chair McCormick called for public comment, there was none. Public comment was closed.

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## 3. Approval of Minutes

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a) **May 7, 2021**

b) **September 24, 2021**

Council Member Biersdorf made a motion to approve the minutes as presented. Council Member Nannini seconded the motion. The motion was **APPROVED** by a vote of 9-0-3 North, Chisel, McLean absent.

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## 4. Approval of 2022 TMCC IAC Meeting Schedule

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Council Member Brown made a motion to approve meeting schedule as presented. Council Member Commuri seconded the motion. The motion was **APPROVED** by a vote of 9-0-3 North, Chisel, McLean absent.

## 5. Chair's Update Including, but Not Limited to:

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### a) Introduction of New Members

Vice-Chair McCormick introduced Mr. Joe Greco, a new IAC member pending appointment from NSHE.

Mr. Greco shared that he is a Mechanical Engineer who has worked on numerous projects with a focus on renewable energy, he's currently working on a geothermal project in northern California. He is looking forward to supporting the initiatives TMCC is involved in adding that the energy industry is struggling to hire individuals. He is interested in helping to find connections between the college and the business community. President Hilgersom welcomed Mr. Greco who recently toured the Pennington Applied Technology Center at Edison and met with Technical Sciences Dean Barbara Walden. Dr. Hilgersom was excited to have Mr. Greco join the IAC helping TMCC promote our healthy world value by advancing renewable energy and TMCC's values of a healthy world.

Vice-Chair McCormick introduced Mr. Edward Estipona. Mr. Estipona started the Estipona Group 20 years as a full-service marketing company. He shared his interest in TMCC, development of the workforce, and expressed his desire to support the college to help build up the community's workforce. President Hilgersom welcomed Mr. Estipona and his creativity. She was looking forward to working with Mr. Estipona as it relates to workforce development.

### b) IAC Chairs Meeting

This item was not discussed as Chair North attended the Chairs meeting. She will share this report at the next meeting.

## 6. President's Update

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### a) Vaccination Progress

President Hilgersom was happy to report that TMCC was making steady progress with employee vaccinations. Out of the 1,200 employees only about 150 people had not yet been vaccinated, with most being part time employees. Approximately 20 exemption requests had been received as of the meeting, a process had been developed to consider exemption requests. As of this meeting, approximately 3,000 students had verified their vaccination status. As students start to register for Spring, they must provide their vaccination status in order to register. The COVID-19 Crisis Management Team continues to meet on a regular basis to address concerns. The rise in infection rates is of concern. A decision was made to consider this academic year as a transition time using different modalities and staffing levels to help mitigate opportunities for exposure and infection transmission.

### b) Plans for TMCC Theater

Dr. Hilgersom announced that the TMCC Theater was moving to the Oddie District project in Sparks, it will be located next to Reno Generator. She was hopeful for future collaborations between the them. TMCC was also looking at additional space in the building for community learning.

### c) New Programs

The Tech Careers FastTrack program is up and running. It is being funded by was now being funded through WIN a SANDI grant thru Fall 2023. Thus far 40 students are enrolled, 12 more will start in November. President Hilgersom thanked Dean Barbara Walden, Dr. Dana Ryan, VPAA Jeff Alexander and Council Member McCormick for their help with this project. One of the students is a student co-enrolled at UNLV is on track to complete the program soon. The student was interviewing with a large tech company within the next week. Two other students currently working as sandwich makers are flying through the program hoping to better their lives and find work that interests them. The program is a combination of credit and non-credit classes that can be completed in 15 weeks or less aligning with in demand careers in healthcare, skilled trades and information technology.

President Hilgersom shared that Division of Life Sciences, Allied Health and Public Safety under the guidance of Dean Julie Ellsworth is developing skills certificates in Fire Suppression, Sterile Processing Technician, and Dental Assistant Basic Skills which the college hopes to add to the SANDI funding. The division is also working on a skills certificate in Veterinary Assisting that can be completed in two semesters. This division is seeing some challenges related to Nursing. The RN to BSN program is going well, as expected which will help to create another cohort of ADN students to help address community need for nurses. However, a number of Nursing faculty are retiring. That paired with a national shortage of Master's level educated Nursing instructors making the qualified application pool very small is hindering TMCC from moving forward as planned with an additional cohort. Staff is doing their best to keep the program staffed and expanding.

TMCC is planning go to the Board of Regents with a proposal to offer a Bachelor's degree in Architecture, this would be the only program in Northern Nevada.

### **d) EastView Financing Options**

The EastView project that has been in planning for over four years. At the next Board of Regents meeting. TMCC will be asking for approval of a resolution that will show the Board of Regents support for the project by approving TMCC's intent to seek bond funding (up to \$20M). This statement of support will assist in the capital planning by providing potential donors with a solid finance plan. Another option TMCC is pursuing is American Rescue Plan (ARP) funds from the State of Nevada. There is approximately \$6B that must be spent in the next few years. The Governor's Office staff has conducted listening tours all over the State to consider project. The EastView this project would qualify and is a good candidate as it is shovel ready, the necessary infrastructure planning and architectural design have been completed. President Hilgersom shared that the Marketing and Communications Office is preparing a letter of support to send to the Governor's Office to show the support of the IAC. Dr. Hilgersom said if any Council Members had concerns about adding their names and job titles to the signature lines of the letter of support, they should contact her to discuss. If she doesn't hear from the Council Members, she will consider it consent to go ahead and add the Council Members' names and sent it to the Governor's Office.

Vice Chair McCormick thanked the President for the update adding that the goal of the FastTrack program was to start creating a pipeline for software developers and other various in demand jobs from a very balanced, concentrated training program. She congratulated the TMCC team for getting the program off the ground, getting employers engaged, and working with them to provide interviews for students as they finish the program.

Council Member Brown was sympathetic to the workforce shortages in healthcare. It extended beyond nurses to lab personnel, physical/occupational/respiratory therapists, and front line staff. Most recent data shows there's 4,000 nursing vacancies in Nevada. Council Member Brown said hospitals are considering moving back to a team nursing model, which would include an LPN and a CNA, but there are shortages in those areas as well. She reiterated that the shortage of qualified instructors and lack of LPN programs in the state are affecting this shift as well. There are not enough students graduating in these programs. The Nevada Hospital Association (NHA) is building database to reach out to all licensed nurses to see if they can find employees to help fill the shortages even on a part time or remote basis if possible. There are existing partnerships with schools and hospitals to help develop a pipeline but they need to be expanded. This has been a problem for awhile, Nevada has one of the highest nurse/population ratios in the nation.

Discussion followed regarding the use of traveling nurses and the introduction of a new 120 bed hospital in the area what will lessen the applicant pool even further. With the lack of qualified instructors and accreditation standards becoming more restrictive, it makes is very difficult to move students through the programs quickly.

## **7. Updates**

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### **a) Vice Chancellor of Community Colleges Update**

Vice Chancellor Crystal Abba shared that the Community College Committee was scheduled to meet on December 3 at 8am at the quarterly Board of Regents (BOR) meeting. The agenda will include an item to revise the overall charge for

community colleges to have more of workforce development focus. There will be a presentation on community college workforce certificate productivity to highlight both credit and non-credit programs and will include a high level discussion by the Board for future opportunities for noncredit programs. This is an area the BOR has not explored in great detail, she was hoping to generate some policy support from that discussion.

With the change in the direction of the Community College Committee, the BOR will be looking at the IAC guidelines and policies. Vice Chancellor Abba recently met with the IAC Chairs to start a dialogue on how to better craft a statement that gives the Presidents more discretion on how they use their IACs. All the institutions are utilizing their IAC's differently. Vice Chancellor Abba will meet with the presidents individually once the document has been drafted, then circle back to the IAC Chairs. She would share the document at an upcoming meeting. The Dual Enrollment Task Force concluded their work, the final report has been written and will be available the first week in December. The BOR Academic and Research Student Affairs (ARSA) Committee will consider the recommendation on price at their December meeting. This would create uniform pricing within NSHE for dual enrollment at any institution.

### **b) Faculty Senate**

Faculty Senate Chair Dr. Virginia Irintcheva shared that the Faculty Senate leadership continues to work with the Nevada Faculty Alliance (NFA) and administration to ensure fair and equitable processes for all. TMCC has strong processes and strong and active shared governance and she was confident that the processes were working although TMCC had seen some challenges. Chair Irintcheva reviewed the report submitted on behalf of the Faculty Senate (Attachment A). She was excited to report that Chancellor Rose would be attending the next Faculty Senate meeting, scheduled for Friday, November 12, 2021.

### **c) Classified Council**

Classified Council President Tina May shared highlights from the report submitted on behalf of the Classified Council (Attachment B). Three classified employees had been recognized for their contributions since the last IAC meeting. Their recent meetings included discussions about the planned PEBP holiday (where everyone with health insurance got a free month of health premiums), fundraising ideas, planning for campus events, and training opportunities. President May shared there was some initial concern over the possible loss of classified staff due to vaccine mandate, but was happy to see that most of the staff have been vaccinated, resulting in minimal loss.

### **d) Student Government Association**

Student Government Association (SGA) President Darian Richards reviewed the report provided by the SGA (Attachment C). Activities included: creation and distribution of a video on how to fill out vaccine verification form for students, holding a raffle for those who complete vaccine verification form, the Pasta with the President event, creation of a proclamation related to the celebration of First Generation students, collaboration with the Biology department on a COVID vaccine informational video, park clean up, and continued work on the tobacco free campus initiative.

## **8. Presentation & Discussion: Comprehensive Local Needs Assessment (CLNA)**

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President Hilgersom explained the CLNA was being preparing as part of a report related to Perkins funding. TMCC is lucky enough to receive Perkins federal funding for many years now. It has benefited community colleges and career and technical education. Their reporting process recently changed now engages institutions and encourages collaboration to help meet the needs of the Perkins mission.

Ashlyn Herold, TMCC Perkins Coordinator, added that this report is done biennially to ensure the college's career and technical programs are aligned with high priority and in-demand industries and that students are served equitably. Mrs. Herold introduced the consultants from Turnign Point, Elizabeth Christensen and Lauren Wilson, hired to assist with the CLNA for the upcoming report.

Ms. Wilson and Ms. Christensen gave a PowerPoint presentation and led the IAC through an activity to answer a series of questions designed to hone in on the key insights from the IAC related to the community, the Council Members' industries, and the relationship between the IAC and TMCC.

During the presentation there was some discussion about including transfer students, those seeking AA degrees, in the statistics provided as they reflected a large portion of TMCC students. There was concern that some programs might be getting overlooked or have skewed representation based on the way the data was being collected and summarized. The IAC provided suggestions on other data points to consider to better reflect student outcomes, industry need, define the workforce categories for more accurate recordation and track students once they complete a degree.

## 9. Listening Session:

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### a) IAC Council Member Take-Aways

Council Member Nannini said this meeting was the perfect example of why the IAC is so important, hearing about the workforce efforts across all the sectors at TMCC was so valuable. This information assists him in his job at the university.

Council Member Commuri said in the future placement history would be valuable. There's contradictory information about there being a lack of qualified workers, yet he's seeing many students returning as they are not able to find a job. It is important to know what's working and what's not working from a planning standpoint.

Council Member Estipona said COVID effects have transformed all the industries discussed the CLNA discussion. Many companies that had been overseas are now looking to transition back to the US. In his own personal experience, he was seeing that jobs in the areas of digital and technical work, some of may be better suited for certifications instead of a two or four year degree as they change so quickly. The industry is moving faster than what education can keep up with.

## 9. New Business

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Vice Chair McCormick asked for a snapshot of TMCC's grants to include any applications that are in the pipeline.

## 10) Public Comment

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Vice Chair McCormick called for public comment, there was none. Public comment was closed.

## 11. Adjourn

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The meeting adjourned at 10:49 am.

### **Institutional Advisory Council (IAC) November 5th, 2021**

#### *Faculty Senate Report - Chair Virginia Irintcheva*

Since the last IAC meeting, the faculty senate leadership has continued to work with TMCC NFA and the TMCC administration to ensure equitable and fair processes for all. TMCC has well-established and continuously vetted processes, and strong and active shared governance. I have confidence that these processes are working and even though at times TMCC has its challenges and conflicts, it is an institution with resilient and diverse faculty where academic freedom is valued and protected.

In September, I represented TMCC faculty at the NSHE round table discussions regarding the new NSHE employee vaccination mandate and policy. After the BOR approved the mandate, I participated in a town hall meeting at TMCC to answer employee questions about its implementation.

During our Faculty Senate meeting on October 8th, 2021, Helen Scott from Institutional Research gave a presentation on Faculty Demographics. One of TMCC's priorities is to increase diversity and this presentation showed us that we are on the right trajectory and our work should continue. Also, in an effort to ensure that students awarded dual credit from NSHE institutions receive the same quality instruction, the TMCC Faculty Senate approved a resolution regarding Minimum Qualifications for Dual Enrollment Instructors.

The next meeting of the Faculty Senate is on November 12th and Chancellor Rose has accepted our invitation to give us a brief NSHE update.

Thank you and I will be happy to answer any questions.



## ATTACHMENT B

### **Institutional Advisory Council (IAC) 11-1-2021**

Classified Council Report – CC President Tina May

Hello Institutional Advisory Council,

As of the last IAC meeting, the Classified Council held their Classified Open meeting on October 21, 2021.

Classified Council recognized the Classified Employee of the Month for July – David Misner, August – Barb Evans and September – Lana Reeves. It is always a pleasure to celebrate the outstanding work that these individual.

We discussed the PEBP Holiday which for those who have health insurance through NSHE they were not charged for the Month of October.

The council collaborated with classified staff on possible fundraising ideas for this year. Possible ideas was to bring back collective good. This vendor sells book and seasonal items and give us a percentage of the sales. Another idea was a craft fair possibly in the spring.

We are also planning an Easter Egg Hunt this next year for the child care center and staff children. We asked for volunteers and egg decorating was discussed as a fun activity as well that they kids could take home with them.

The Council discussed our submission for the Board of Regent's Award for Classified Staff of the Year. We worked closely with the President's office to ensure that our nomination was submitted before the deadline of October 30<sup>th</sup>.

We reached out to classified staff regarding training for new employees and what topics they would like to see from the college.

There was also discussion regarding concern over loss of classified staff due to the vaccine mandate. One of our classified staff with Human Resources was kind enough to answer and relieve concern about the process.

If you have any questions please email me at [tmay@tmcc.edu](mailto:tmay@tmcc.edu).

Thank you,

## ATTACHMENT C

Student Government Association (SGA)  
Update to TMCC IAC  
11/05/2021  
Submitted by Darian Richards



- The SGA has created a video to show students how to fill out the mandatory COVID vaccine student form.
- All but one open senator position has been filled.
- The SGA has held several events including the Dia de los Muertos altar event, Club Fair, Pasta with the President, National Voter Registration Day, and two Keep Truckee Meadows Beautiful park cleanups.
- SGA President Richards wrote a proclamation for the First-Generation Student celebration.
- The SGA has partnered with the Biology department to make a video putting to bed some prominent misinformation concerning the COVID-19 vaccine.
- The SGA voted on the policy concerning the smoke free campus, and voted to approve a senator project in which students will paint rocks with the TMCC logo. The rocks will be voted on in our Instagram and Facebook. The winning student will win a prize.
- The SGA game night was given an overhaul in which students who show up to play games will be entered into raffles to win a variety of prizes. This will hopefully increase the student turnout. Game night has been moved from Tuesdays to Wednesdays.
- The SGA has put forth an agenda item to vote on a possible proof of vaccine submission incentive.