

PLANNING COUNCIL MEETING MINUTES

Monday, April 20, 2020

9:00 am

Video Conference via Zoom

In Attendance: Karin Hilgersom, Elena Bubnova, Melissa Deadmond, Ayodele Akinola, Anne Flesher, Alexandra Patri, Amy Williams, Brandy Scarnati, Barbara Walden, Cynthia Pierrott, Dana Ryan, Diane St Jacques, Estella Gutierrez, Gwendolyn Clancy, Heather Haddox, Julia Bledsoe, Julie Ellsworth, Julia Hammett, Jim New, Joan Steinman, Marie Murgolo, Natalie Brown, Paul Allen, Paul Seybold, Thomas Dobbert, Tina Ruff, Virginia Irintcheva, Yevonne Allen

TMCC Bylaws, Policies and Procedures

Jim New, Vice President of Finance and Administration, presented to the Council a second reading of revision to Policy 1799: Fund Balances and Reserves. The Council approved the policy unanimously with no objection and no abstentions, contingent upon language changes to section five regarding the Annual Opportunity Fund. In revised wording, the section will now state that the college may establish an Annual Opportunity Fund when funds are available.

Faculty Senate Chair, Anne Flesher, presented the first reading of new policy: Textbook Policy. The Council held discussion on alignment with Nevada System of Higher Education (NSHE) code, the necessity for language addressing accessibility and the possible need of Section 5 review by John Albrecht, General Counsel. The policy will return to the May 2020 Planning Council meeting for a second reading and possible vote.

CARES Act Funding

Estela Gutierrez, Vice President of Student Services and Diversity, reported to the Council that TMCC has received \$3.4 million in CARES Act Funding. Half of the funding will go to students facing financial burdens as a result of COVID19. Plans are being drafted on getting the funds to students. Marketing plans are also being developed to get the word out to students that the funding is available and how to apply. Natalie Brown, Academic Advisement Director of the Advisement and Transfer Center, noted that the application will address six categories of need: food, housing, healthcare, childcare, technology and course materials.

Laptop Loaner Program

Chief Technology Officer, Thomas Dobbert, gave a presentation the Council on the Laptop Loaner program highlighting statistics, processes, areas of success, areas for improvement and overall observations.

Strategic Master Plan & Implementation Process

Dr. Melissa Deadmond, Associate Dean of Assessment and Planning, provided an update to the Council on the Strategic Master Plan implementation process. At this time Phase I is complete and we are moving into Phase II. The session originally set for April 9 has been postponed with an anticipated reschedule in July 2020. It was also noted that the plan will be presented to the Board of Regents at the December 2020 meeting instead of September as initially planned.

Planning Council Committee Updates

- Academic and Student Services Committee
 - No report at this time.
- Accreditation Committee
 - Dr. Melissa Deadmond reported that the committee met for their April meeting and are looking toward Fall 2021 when the 6-year report will be due as well as Fall 2022 when the 7-year report will be due and site visits will take place.
- Budget Committee
 - Not committee report at this time but Jim New noted that the Resource Allocation Process has been suspended.
- Diversity Committee
 - YeVonne Allen, Program Director of Equity and Inclusion, reported that the committee met April 17. The Foster Youth Summit will be moved to a virtual summit via Canvas. The committee is working on diversity statements for course syllabus and a COVID strategy guide.
- Enrollment Management Committee
 - Associate Vice President Elena Bubnova reported that committee last and the focus was on Summer and Fall enrollment. They are also looking at issues related to schedule and current composition. The committee is developing an initiative to survey current students, faculty and staff on the institution's response to COVID19 and transition to remote learning and operations.

- Facilities Committee
 - Dr. Ayodele Akinola, Assistant Director of Facilities Operations, reported to the council that Phase II of the café renovations is going to bid and the design is complete. Access to campus locations are currently be emergency need only.
- Technology Committee
 - Thomas Dobbert reported the committee met virtually and discussed Interactive Panels, Bluejeans vs. Zoom video conference options and having classrooms ready for Fall.

Constituency Updates

- Student Government Association
 - Alexandra Patri, President of the Student Government Association, reported that the they are working on promoting resources for aid via social media. An art contest is being held April 5 – May 5 to encourage student engagement. The SGA is also meeting once a week to participate in professional development.
- **Faculty Senate**
 - Faculty Senate Chair Anne Flesher noted that the Faculty Senate last met on May 1. The Library Committee will be looking at bylaw changes. Nominations for year 2020-2021 are currently open.
- **Classified Council**
 - Classified Council President, Julia Bledsoe, reported that the Council met last week where they discussed budget reductions, COVID leave and bylaws revisions. It was also noted that the Classified Symposium has been delayed at this time and may possibly be cancelled.

Next Meeting – Monday, May 11, 2020

REQUEST FOR POLICY REVIEW

Please complete this form and submit it to the Office of the President for inclusion on the President's Advisory Council Agenda

Please describe the purpose of this review. (Check all that apply)

- Add a policy Revise a policy Delete a policy Other

Please provide the text of the new policy. (If this request is for a revision, please provide previous policy text with mark ups on a separate sheet.)

Existing Policy 1799: Fund Balance and Reserves

See attached sheet with mark ups.

Background

Please provide the reason and justification for request

This revises vague language in the prior policy by:

1. Clarifying when expenditures require the President's approval
2. Specifically describing the basis for calculating the reserve amount
3. Eliminating references to accounts that are not required to carry a specific amount in reserve
4. Replacing confusing contingency fund language with a definition of an annual opportunity fund
5. Clarifying differences between a regular self-supporting budget and a self-funding program

Impact

Please describe the impact of this request (cost, legal ramifications, etc.)

The modifications codify current practices, so no impact is anticipated.

Submitted By


Signature

2.21.2020
Date

Legal Review

Request for Policy Review

Existing policy as published:

Policy 1799: Fund Balance and Reserves

General Policy

College reserves shall be adopted as part of the College's annual budget plan. All expenditures drawn from reserve accounts shall require prior approval from the President, unless previously authorized for expenditure within the College's annual plan.

Ancillary and Auxiliary (aka self-support) Fund Reserves

The College will maintain a reserve for each of its ancillary or auxiliary funds to provide for adequate cash flow, multi-year planning, and operation contingencies. The reserves will be 15 percent of each fund's operating revenues unless a different level is necessary to sustain its operations. To ensure continuity of these programs, 50 percent of any excess funds after meeting the required reserve level shall be retained by the program and used as part of its succeeding year's budget plan.

Capital Reserves (Capital Improvement Fee Account)

The College will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

Contingency Fund

The College will maintain an annual contingency fund equal to 3 percent of the operating budget revenues to cover revenue shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. Any unused contingency fund shall be carried over and used as special funding sources for institution-wide initiatives as approved by the President.

Operating Reserves

The College will maintain an operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The general fund operating reserves will be based on 15 percent of the College's operating budgeted revenues.

Responsible Office(s): [VPFA](#)

Procedure: Procedures are located on the Budget and Planning Office website.

Updated: November 15, 2012

Proposed Changes:

Policy 1799: ~~Fund Balance and Reserves~~

General Policy

College reserves shall be adopted as part of the College's annual budget plan **process**. All expenditures drawn from reserve accounts **that reduce the balance below the required minimum** shall require prior approval from the President, ~~unless previously authorized for expenditure within the College's annual budget.~~ **The College retains the right, however, to sweep reserve level funds during periods of financial need.**

~~Ancillary and Auxiliary (self-support) Fund Self-Funding Program Account Reserves~~

Self-funding programs are institutional profit centers that rely on the sales of goods and services for operations. The College will maintain a reserve **for each of these programs** of its ~~ancillary or auxiliary funds~~ to provide for adequate cash flow, multi-year planning, and operation contingencies. The **minimum** reserves will be **equal to** 15 percent of each fund's **program's** operating revenues **from the prior year** unless a different level is **agreed upon as** necessary to sustain its operations. To ensure continuity **and encourage growth** of these programs, 50 percent of any excess funds after meeting the required reserve level shall be retained by the program and used as part of its succeeding year's budget plan. **Additionally, expenditures from self-funding programs are subject to indirect cost contributions that are consistent with other grants and contracts defined on the Budget and Planning website (<https://www.tmcc.edu/budget/budgeting/indirect-costs-contributions>).**

~~Capital Reserves (Capital Improvement Fee Account)~~

The College will maintain, as necessary, a local capital account to manage facilities needs that are not funded or are underfunded by the state.

~~Contingency Fund~~

The College will maintain an annual contingency fund equal to 3 percent of the state formula-budgeted operating revenues to cover shortfalls, unplanned but necessary expenditures, or operating changes that occur outside of the planned annual budget. Any unused contingency fund shall be carried over and used as special funding sources for institution-wide initiatives as approved by the President.

~~Annual Opportunity Fund~~

At the beginning of each fiscal year the College will establish an Annual Opportunity Fund that is equivalent to no more than two (2) percent of the state formula budgeted operating revenues (state allocation, tuition, and general fund portion of registration fees). The fund will be apportioned to the Resource Allocation Process throughout the year for special projects and unplanned but necessary expenditures that occur outside of the planned annual budget.

~~Operating Contingency Reserves~~

The College will maintain an **minimum** operating reserve to provide for such items as adequate cash flow, emergencies, budget contingencies, multi-year planning or capital commitments. The contingency reserves will be based on 15 percent of the College's **state formula-budgeted operating revenues (state allocation, tuition, and general fund portion of registration fees) for the current fiscal year.** **Expenditures that reduce the balance below the 15 percent minimum must be approved by the President in advance.**

Responsible Office(s): VPFA

Procedure: Procedures are located on the Budget and Planning Office website.

Proposed Changes (without Mark-ups)

Policy 1799: Reserves

General Policy

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Self-Funding Program Account Reserves

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Background

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Impact

Please describe the impact of this request *(cost, legal ramifications, etc.)*

Submitted By _____

Signature _____

Date _____

Legal Review _____

Faculty Senate Approved 3.13.20

Policy Guidelines Regarding the Selecting, Authoring, and Publication of Textbooks and Other Educational Material by Faculty at TMCC.

NOTE: These guidelines are specifically for Authoring and Publication of Textbooks and Other Educational Material, the remaining guidelines on Selection of Textbooks are currently being developed.

To be incorporated into the TMCC Textbook Policy ~~and Guidelines Policy~~

1. The authoring and publication of textbooks and other educational material by faculty at TMCC should be encouraged and celebrated. Working on publications is an opportunity for professional development and staying relevant within one's academic field. Having faculty that author academic material gives TMCC national and international exposure.
2. Faculty are afforded the right to outside compensation for textbooks and other educational material that they produce, per the NSHE Handbook, Title 4, Chapter 3, section 9, *"Outside professional or scholarly service by faculty members within their subject matter field and for compensation is recognized as a legitimate activity unless specifically prohibited by the employee's contract with the institution."*
3. Textbooks and other educational material authored or produced by TMCC faculty should be properly copyrighted. All material should be either peer-reviewed or reviewed and approved by the department before being required for classes in the department.
4. Self-published textbooks and other educational materials produced by an instructor that yield compensation for the instructor and are required for a class section the instructor teaches, or for other classes in the department, shall be reviewed and approved by the department and the Dean of the department.
5. An apparent conflict of interest may be present when faculty produce textbooks and other educational materials that yield compensation for the instructor and are required for a class section the instructor teaches, or for other classes in the department. In such a circumstance, the instructor and the department must act as follows:
 - a. The instructor must inform the department chair and the appropriate dean prior to submitting books orders.
 - b. The department must convene a group of departmental faculty to review and approve the textbook and other educational materials.
 - c. The review should include such things as having a reputable publisher ([an academic or trade publisher that has an established method of distribution either directly to the student or through the bookstore ordering system](#)), the currency and accuracy of information, the cost to students, alternative textbooks available, etc., to ensure the textbooks or other educational materials are beneficial to the students.

- d. The instructor must put an appropriate number of copies of the textbook or other educational materials on reserve in the library for students to use.
 - e. The instructor ~~should~~ **shall** not make sales directly to students.
6. An instructor shall not seek or accept any gift, service, favor, employment or engagement, emolument or economic opportunity which would influence the selection of a textbook or other instructional material.

Loaner Laptop Program at TMCC

Some statistics:

- **58 students received a loaner laptop**, (way below our initial expectation of “hundreds of laptops”) IT installed class-specific software such as Adobe Creative Cloud, AutoDesk Revit and AutoCAD, MS Office is standard, all laptops are ready for ZOOM, BlueJeans, etc.; students have administrative rights so they can install additional software and updates;
- IT provided Information about free Internet access for a limited-time from local providers
- Students signed legal Agreement to return the laptops

- **62 admin laptops for faculty and staff**, configured for BlueJeans, ZOOM, VPN, Home Drive, Departmental Drive, Mitel Connect, MS Office is standard;
- Fac/Staff do not have administrative rights
- Some admins preferred taking their office monitors and docking stations
- IT provided additional monitors for home use if desired

What works well?

- Centralized approach through VPAA -> Deans -> Instructors -> IT -> Students
- Good coordination between Facilities Services and IT for pickup location/organization
- Laptops have remote management software installed (updates, software pushes, inventory)
- Location tracking in case of loss, ability to send messages, send annoying sounds, etc. (Prey gave us a free license for one year)
- Most students were highly appreciative and respected our rules on social distancing, etc.

Opportunities for Improvements:

- Did all instructors tell their students about the Loaner Program? (survey might give some answers)
- On the first pickup day, students showed up all at once, despite having an appointment;
- Some instructors were not clear what software is required on the laptops

Observations:

- Students preferred IT to install software for them, even though they could have done it themselves
- There is no benefit of handing out low-end devices as these will not run production software (Chromebooks, cheaper laptops, iPads, etc.)
- It is more effective to hand out TMCC supported equipment instead of BYOD (critical updates, TMCC owned software, ability to remote in for troubleshooting, IT will not work on personal devices, etc.)
- This whole situation can be used as a blueprint for future online classes, snow closures, bridge construction...
- Standardization has big benefits for trouble shooting, maintenance, support, etc.
- Most instructors were well prepared to teach online, some were very creative with their setup
- Very few technical support calls from students, mainly pw resets

Please see attached documents:

- TMCC Laptop Loan Procedure
- Loaner Laptop Return Procedure
- Faculty Laptop Loan Submission
- Free Internet
- Revised Agreement on Loan of Laptops

STUDENT LAPTOP LOAN PROCEDURE

General Guidelines

TMCC has a limited number of laptops available for student use. Only students that truly need them should receive them. Instructors will provide IT with the list of names for those students who should receive a laptop using the provided form. IT will handle the check-out procedure. A needs-assessment should be completed during the first week after Spring Break. IT employees will do their best to get the laptops out quickly after receiving the instructor's email but we ask faculty to be understanding of students who won't be able to begin classes immediately when they return from Spring Break.

Instructor Duties

- Instructors will identify which students have not logged into their remote classes within the first two days of their class meeting. The instructor should then reach out to the student via phone, Canvas, and email to determine the student's needs.
- If a student does not have access to the internet, they may request free service through a local internet provider. IT will create a handout for the student that describes services and how to contact providers.
- If a student does not have access to a computer, the instructor will compile a list of student names on the attached spreadsheet and submit it to IT Customer Service: ITCustomerService@tmcc.edu
 - Information must include: Student ID number, (Legal) First Name, Last Name, a valid phone number, Class, Class Section, and Instructor Name
- Students may request only one laptop regardless of number of classes enrolled. IT will verify and disregard multiple requests.

IT Duties/Procedures

- IT will contact the student to schedule an appointment to pick up the laptop at the Red Mountain Building and to provide the student with a phone number to call once they've arrived at the building for pick up.
- Pickup location will be the Red Mountain Building, main stairs leading from the Bus Stop towards the entrance to RMDT 205, 207, President's Office, etc. A map will be provided.
- Upon arrival at the scheduled time, the student will call the phone number when standing in front of the entry door.
- IT personnel will greet the student and make a paper copy of the Student ID and Driver's License or other official ID (which will be shredded after laptop is returned).
- The student will sign a binding document that s/he will return the laptop in working order once campus and classes return to normal operations or after the semester is over - whatever comes first.

Pick Up Times

- Mon 10:00 a.m. - 2:00 p.m.
- Wed 3:00 p.m. - 7:00 p.m.
- Fri 9:00 a.m. - 12:00 p.m.

AGREEMENT

The Board of Regents of the Nevada System of Higher Education on behalf of Truckee Meadows Community College (TMCC) is loaning me a laptop or tablet computer (device) identified below. I agree to return the laptop in good working condition to TMCC Information Technology Services within 7 days of live classes starting or at the scheduled end of classes for Semester II of the 2019-2020 academic year, whichever is sooner. If the device is damaged beyond normal wear and tear or is lost or stolen, I may be charged a replacement fee. If the laptop is not returned on time, my grades, transcripts, and registration for all subsequent semesters may be placed on hold. I will comply with the Nevada System of Higher Education Computing Resources policy found in the NSHE Handbook, Title 4, Chapter 1, Section 23, and any other applicable NSHE policy. The entire NSHE Handbook is available on the internet at <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/COMPLETEHANDBOOKREV286.pdf>.

The device I am borrowing is identified as

I am enrolled in the following classes

Name of Class: _____

Section Number: _____

Name of Faculty: _____
(use additional pages if necessary)

Student Information:

Name: _____
(Last) (First)

Address: _____

Phone Number: _____

Student Number: _____

I agree to the above and certify that the above information is correct.

Signature

Date

ADDITIONAL CLASSES

Name of Student _____

I am enrolled in the following classes

Name of Class: _____

Section Number: _____

Name of Faculty: _____

Name of Class: _____

Section Number: _____

Name of Faculty: _____

Name of Class: _____

Section Number: _____

Name of Faculty: _____

Name of Class: _____

Section Number: _____

Name of Faculty: _____

Name of Class: _____

Section Number: _____

Name of Faculty: _____

Name of Class: _____

Section Number: _____

Name of Faculty: _____

FREE/DISCOUNTED INTERNET ACCESS

Do you Qualify for Free/Discounted Internet?

Charter Spectrum: is offering free internet for 60 days to households with K-12 or college students who don't already have a Charter Spectrum subscription.

Comcast Xfinity: will give complimentary internet essentials service for 60 days, to new customers and will continue to provide a low-income household rate of \$9.95 for new and existing customers.

Step 1: Determine if you qualify.

Charter Spectrum Requirements:

You may qualify if you:

1. Live in an area where Charter Internet Service is available.
2. Are eligible for public assistance programs listed below.

One or more members of your household must be a recipient of one of the following assistance programs:

- **NSLP:** National School Lunch Program
- **CEP:** Community Eligibility Provision of the NSLP
- **SSI:** Supplemental Security Income

For more Information, follow the link: <https://www.spectrum.com/browse/content/spectrum-internet-assist>

3. Have not subscribed to Charter Internet within the last 30 days.
4. Have no outstanding debt for any of Charter Communications' services that was incurred within 1 year prior to requesting services under this offer

Comcast Xfinity Requirements:

You may qualify if you:

1. Live in an area where Comcast Xfinity Internet Service is available.
2. Are eligible for public assistance programs like the National School Lunch Program, housing assistance, Medicaid, SNAP, SSI, and others. See below for full list.
 - **MEDICAID:** card or most recent eligibility letter for an adult in your household.
 - Public housing assistance documentation such as your lease, housing assistance payment (HAP) contract, or eligibility documentation from HUD.
 - **SNAP:** letter indicating you are approved for Supplemental Nutrition Assistance Program benefits.
 - **TANF:** eligibility letter for Temporary Assistance for Needy Families.
 - **SSI:** eligibility letter for Supplemental Security Income.

- **NSLP/Head Start:** copy of a letter indicating current participation in the National School Lunch Program or Head Start, with your child's name, the school name, and the address of where you are requesting service.
- **LIHEAP:** letter confirming your eligibility for Low Income Home Energy Assistance Program.
- **WIC:** eligibility letter for the Women, Infants, and Children program.
- **FEDERAL PELL GRANT:** (Colorado and Illinois only) documentation from your community college's financial aid office.
- **VA PENSION:** veterans pension eligibility determination letter from the Veterans Administration.
- Tribal assistance eligibility letter, including TTANF, FDPIR, etc.

For more Information, follow the link: https://www.internetessentials.com/covid19#thingstoknow&all_AmIeligibleforIE

3. Have not subscribed to Comcast Xfinity Internet within the last 90 days.
4. Have no outstanding debt to Comcast Xfinity that is less than one year old.

Step 2: Determine which ISP (Internet Service Provider) is available for your locations.

Charter Spectrum Availability:

1. Follow the link: <https://www.spectrum.com/internet>
2. Enter your address in the box seen below.

Note: If you get a message: "This address is not part of the Spectrum service area."
Then Spectrum isn't available in your location

Comcast Xfinity Availability:

1. Follow the link: <https://www.xfinity.com/locations/in-my-area>
2. Enter your address in the box seen below.

Note: If you get a message: "We couldn't confirm your address".
Then Xfinity isn't available in your location

Step 3: Fill out the appropriate paperwork.

Charter Spectrum:

a. If you meet the Charter Spectrum Requirements, follow the link below to fill out the form:

https://www.spectrum.com/content/dam/spectrum/residential/en/pdfs/spectrum-internet-assist/Nov2019_SIA_Eligibility_Form_FINAL_REV.pdf

b. Once the form is completed mail the form and required documents to:

Spectrum Internet Assist Program – OCS 4145 S. Falkenburg Road, Riverview, Florida 33578

c. Or you may scan and email this form and required documentation to:

MAILFORSLA@charter.com

Note: All documents must be included as email attachments. Acceptable files types for attachments include PDF, Word documents (.doc), JPEG and PNG.

Comcast Xfinity:

a. If you meet the Comcast Xfinity Requirements, follow the link below to fill out the form:

<https://apply.internetessentials.com/>

Mobile Phone Specials:

AT&T: will offer open hot-spots, unlimited data to existing customers, and \$10/month plans to low-income families

Verizon: does have special offers but is following the FCC agreement.

Sprint: is following the FCC agreement, providing unlimited data to existing customers, and, starting Tuesday, 3/17/2020, will allow all handsets to enable hot spots for 60 days at no extra charge.

T-Mobile: is following the FCC agreement, plus unlimited data to existing customers, and, coming soon, will allow all handsets to enable hot-spots for 60 days at no extra charge.

Laptop Pickup
Top of Concrete Stairs

Parking



Loaner Laptop Return Procedure

In order to prepare for the next semester, IT is requesting students to return their TMCC loaner laptops based on the scenarios outlined below. Students must return the laptop, power supply and all other equipment that was loaned to them. Personal files need to be removed prior to returning the equipment as IT will wipe all hard drives and install new software. Students have to call IT (775-673-7800/1) to make an appointment or will be called by IT – whichever occurs first. Students need to arrive at their scheduled time as we will continue to practice social distancing by scheduling appointments 10 minutes apart. As previously agreed on, students who fail to return the laptop might have their grades withheld.

The following scenarios for returning laptops need to be considered:

1. If the student finished the spring 2020 class and does NOT take a class during the first summer session, the laptop has to be returned to IT the week after instructions end or no later than Friday, May 22, 2020.
2. If the student does take a class during the first summer session, the laptop can be kept if desired or exchanged for a different one. In either case, the student needs to inform IT and list the class(es) they are taking. IT will confirm that the student indeed is registered.
3. If the student finished the spring 2020 semester and signed up for the second summer session, the laptop needs to be returned 7 days after the end of the spring semester or no later than Friday, May 22, 2020. A new laptop can be requested for the second summer session.
4. When classes move back on campus, all loaner laptops must be returned as they are needed in the classrooms. No student may keep a TMCC loaner laptop.

Strategic Master Plan Update

Relationship of Strategic Plan to NWCCU Accreditation

It is important to consider the relationship of the Strategic Master Plan (SMP) to NWCCU Accreditation. We must be able to document cycles of assessment and planning toward improving institutional effectiveness for our Year 7 report and visit in Fall 2022. This drives our timeline for establishing our new mission and SMP because the more cycles we can demonstrate the better. The SMP must also contain attributes that reflect other NWCCU Standards and align to NSHE strategic goals.

Strategic Master Plan Elements	NWCCU Standard
Stems from an institutional mission	1.A.1
Continuous process to assess institutional effectiveness including learning	1.B.1
Has meaningful goals, objectives, and indicators	1.B.2
Planning process is inclusive, allocates resources, leads to improvement	1.B.3
Revised as needed according to assessment of internal and external conditions	1.B.4
Includes General Education assessment consistent with institutional mission	1.C.6
Indicators of student achievement are disaggregated by underserved student groups	1.D.2
Indicators of student achievement are benchmarked against peer institutions	1.D.3
Analysis of disaggregated indicators are used to mitigate perceived equity gaps	1.D.4
Aligns with NSHE goals: Access, Success, Close Achievement Gaps, Workforce, Research	-----

Upcoming NWCCU Accreditation Reports

Report	Standard	Visit?	Cycle Year	Year Due
Policies, Regulations, and Financial Review (PRFR) Report	Standard 2	No	Year 6	Fall 2021
Evaluation of Institutional Effectiveness (EIE) Report	Standard 1	Yes	Year 7	Fall 2022

Progress Update on Mission SMP Development (three-phase process)

- Phase 1 – Capture input from the campus community (Completed during January 2020 Kick-Off)
- Phase 2 – A small representative group works with Dan Barnett from Make or Break Execution to develop the new mission and strategic goals/objectives (Scheduled for April 9 but postponed)
- Phase 3 – Circulate the mission and goals/objectives back to the campus community for feedback before finalizing and presenting the Board of Regents (not yet started)

Timeline Going Forward for Development and Implementation of SMP (proposed by Melissa Deadmond)

- July 2020 – Rescheduled session with Dan Barnett to develop mission and strategic goals/objectives; group continues to develop indicators (benchmarked and disaggregated where needed); IR generates
- August 2020 – Professional Development open forum session and campus survey to solicit feedback; group finalizes goals, objectives and indicators
- September 2020 – IR generates data for indicators (some will be retroactive)
- October 2020 – Presentation of SMP (Deadmond), FY 21 priorities (Exec Team), and action plan process (Deadmond + Exec Team) to Planning Council
- November 2020 – SMP presentation submitted as Board of Regents meeting agenda item
- December 2020 – Presentation of SMP to Board of Regents
- April 2021 – evaluation of SMP by Planning Council
- Summer 2021 – Exec Team and Directors/Managers retreat; priorities for AY 22 established; first round of continuous process for Standard 1.B.1 complete